

# Kenneth J. Sterritt

- Results-oriented professional with over 20 years of broad-based experience
- Proven ability to successfully manage multiple projects simultaneously under strict deadlines
- Ability to quickly learn and explain complex concepts to clients, staff and management
- Solid work ethic and the ability to consistently keep pace with rapidly changing environments
- Demonstrated success working in international and multicultural settings

## Experience



### **Simpson Gumpertz & Heger, Inc:**

Corporate Marketing Coordinator (temporary position)  
**Waltham, MA • May - December 2013**

Developed proposals and qualification packages  
Coordinated technical staff to ensure RFP/RFQ compliance  
Prepared proposal support material /government form templates  
Performed research using Deltex Vision database



### **Hongik University : Assistant Professor** **Seoul, South Korea • 2011 – 2013**

Instructed advanced TOEIC preparation courses  
Taught freshman and upper level English courses  
Proofread and edited student essays and presentations



### **Willdan Inc : Proposal / Marketing Coordinator** **Anaheim, California • 2009 – 2010**

Designed proposals, marketing materials and presentations  
Facilitated meetings of engineers, sub-consultants, and staff  
Managed proposals through RFP/RFQ to production/submission  
Proofread and edited department marketing & proposal material  
Researched municipal codes, demographics and legal precedents  
Updated company databases, maintaining information accuracy



### **Parking Design Group : Project Manager / Head Writer** **Long Beach, California • 2006 – 2009**

Managed client development, proposal coordination & production  
Coordinated projects from inception through completion  
Supervised collaborative partnerships and contractors  
Developed parking management plans and demand studies  
Delivered presentations to city councils and developers  
Designed and administered trade show and event booths  
Computerized page design and layout for final report production  
Modified and designed parking layouts using AutoCAD



### **Poly Languages Institute : Academic Coordinator** **Irvine, California • 2003 – 2006**

Managed a staff of ten teachers and two office assistants  
Scheduled classes and evaluated / placed students  
Administered monthly teacher training workshops  
Hired, trained, evaluated and separated ESL Instructors  
Taught writing, business English and advanced grammar courses  
Instructed PBT, CBT and iBT TOEFL preparation courses



### **College of Micronesia : Assistant Professor** **Pohnpei, Micronesia • 2002 – 2003**

Developed material for US accredited college-level courses:  
expository writing, English, Journalism and Communication  
Chaired several committees including fundraising and hiring

**Earlier employment history available upon request**

## Education



### **MA: Journalism and Communication**

Point Park College : Pittsburgh, PA  
Emphasis: International Journalism



### **BA: Communication**

Slippery Rock University : Slippery Rock, PA  
Emphasis: Journalism and Public Relations  
Minor: English Writing

## Computer Skills



### **Microsoft Office**

Word, Excel, PowerPoint,  
Outlook, One Note, Sharepoint



### **Creative Suite CS6**

InDesign, Illustrator, Photoshop,  
Acrobat Professional

## Interests

### **Fiction Writing**

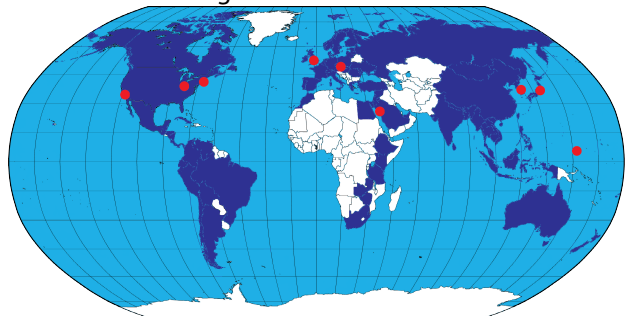
Working on my 3rd novel and several children's books

### **Extensive Independent Travel:**

Europe, Middle East, Africa, India, Asia, Australia,  
South Pacific, South America, and North America

### **Lived and Worked:**

South Korea, Czech Republic, Saudi Arabia, Japan,  
Micronesia and England



## Contact Info

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