

## **David Newton**

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## **Experience**

### **713 Communications, Raleigh, North Carolina**

Independent provider of technical communications services, consulting, and training

### **Proposal Manager**

Research Triangle Institute (contract position)  
3040 Cornwallis Road  
Research Triangle Park, North Carolina 27709-2194  
June 1995 to February 1997 and January 1999 to present

- Managed the development of research proposals
- Wrote and edited text for research proposals
- Developed strategies for winning proposals
- Led review meetings
- Created and enforced proposal schedules
- Assisted authors with proposal writing
- Managed the production and delivery of proposals
- Designed and wrote marketing materials
- Provided guidance to Project Directors about report writing and other documentation
- Helped maintain a Web-based archive of boilerplate files, resumes, abstracts, previously submitted proposals, and other proposal support materials
- Trained and mentored new staff in managing and writing proposals.

### **Instructor of Technical Writing and Business Communication**

North Carolina State University  
Raleigh, North Carolina 27695  
August 1998 to January 1999

- Taught Seniors in the Business and Engineering departments to communicate complex ideas effectively through well-written, persuasive documents, oral presentations, and graphic displays
- Provided students with guidelines for creating resumes, proposals, oral presentations, and reports
- Taught students the guidelines for editing documents on various levels
- Designed and created all teaching materials, including the schedule, lesson plans, assignments, and grading scale.

**Technical Writer**

Nortel (contracted through The Kelton Group)

901 Corporate Center Drive

Raleigh, North Carolina 27607

February 1997 to August 1998

- Coordinated with trainers to design and develop course material, which I wrote
- Edited training material
- Converted training material from Word to FrameMaker
- Helped design a document tracking process to ensure standardization of all training material.

**Technical Writer**

Central Carolina Bank (CCB)

111 Corcoran Street

Durham, North Carolina 27701

November 1994 to June 1995

- Wrote the *Teller Procedures Manual*, a reference book for CCB tellers
- Wrote the *Teller Training Manual*, the textbook used at teller training school
- Supervised temporary personnel who assisted with production of these manuals.

**Regulatory Affairs Assistant** (contract position)

Glaxo Wellcome, Inc.

5 Moore Drive

Research Triangle Park, North Carolina 27709

August 1994 to April 1995

- Planned and coordinated Investigational New Drug (IND) and New Drug Application (NDA) submissions to the U.S. Food and Drug Administration (FDA)
- Provided final quality assurance for INDs and NDAs, ensuring that they were complete, organized, and comprehensible
- Ensured that documentation sent to the FDA was in compliance with governmental standards.

**Education**

Completed all coursework for Master of Arts in English  
North Carolina State University, Raleigh, North Carolina  
Degree expected 2003.

Bachelor of Arts in English, minor in journalism

North Carolina State University, Raleigh, North Carolina

May, 1994

**Professional Development and Other Relevant Activities**

Completed *Capture Management for Strategic Wins*, conducted by Shipley

Associates, April 2001

Completed *Writing Winning Proposals, Commercial*, conducted by Shipley Associates, October 2000

Attended *Fed2000 Selling Into a Moving Target*, conducted by Terry Kelly Associates, Inc., October 2000

Designed, created, and maintained a web page for a professional musical entertainment act, June 1999

Completed *WordPerfect for Windows 6.1 Intermediate*, conducted by Computer Decisions, April 1996

Completed *Managing Winning Proposals*, conducted by Shipley Associates, October 1995

Completed *CCB Teller Training School*, conducted by CCB, November 1994

Wrote news stories, profiles, and features for *Technician*, the NC State University newspaper, January 1993 to May 1994

### **Professional Associations**

Local Board Member, Membership Chairperson of the Association of Proposal Management Professionals.

### **Computer Skills**

Word

WordPerfect

FrameMaker

PowerPoint

HTML

Adobe Acrobat