

Shirley GRACE

writer / editor

EDUCATION

The Johns Hopkins University
M.A. Writing,
Nonfiction concentration
May 2005

Florida Institute of Technology
B.S. Computer Science
December 1985

WRITING EXPERIENCE

Publications (partial list):

The Washington Post

- “Pitching a Fit,”
April 2004
- “On Scooter, Pride
Goeth Before the Fall,”
July 2004

Maryland Life Magazine

(www.maryland-life.com)

- “The Maryland List:
Washington Slept
(Almost) Everywhere,”
Jul/Aug 2006
- “Keep your Eye on the Birdie!
Admiring Feathered Fauna
on the Eastern Shore,”
Mar/Apr 2006
- “Still Joyful After
All These Years,”
Nov/Dec 2005

- “The Hawkman Hunteth,”
Nov/Dec 2005
- “A SPOOM-ful of
History for Old Mill Buffs,”
Sep/Oct 2005
- “Life on the Farm,”
Jul/Aug 2005
- “Happily Ever After All,”
Jul/Aug 2005
- “Win, Place, or Show...
For a Percentage,”
May/June 2005
- “The Voice of Metrorail,”
Mar/Apr 2005

Frederick Magazine

(www.fredmag.com)

- “Parking Woes,”
Apr 2006
- “A Second Life for
Guilford Mansion,”
Jan 2006
- “Away in Annapolis:
Holiday Happenings
in our State Capital,”
Dec 2005
- “Wendy Martyak, Clue
Collector: Frederick’s Own
Forensic Science Expert,”
Sep 2005

- “All in the Family:
Success and Longevity of
Local Family Businesses,”
May 2005
- “A Man for All Seasons:
A Look Back at Senator
Charles “Mac” Matthias,”
Mar 2005
- “Faces of Adoption,”
Aug 2004

Notre Dame Business Magazine

- “Scaling the BRIC Wall
Politely, If you Please,”
Summer 2006
- “Executive Education Goes
International,” Spring 2005

Notre Dame University / Mendoza School of Business Dean’s Report

- “Mendoza’s Executive
Education Haiti Initiative:
Teaching Entrepreneurship,”
September 2005

The Bowie-Blade News

- “Teen Spends Summer in
Director’s Chair,” July 2004

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ADDITIONAL WRITING EXPERIENCE

Computer Technologies Consultants, Inc.

(1992 - present):

- Write and/or copyedit brochures, ad copy, proposals, etc. as needed
- Copyedited employee handbook

Chesapeake Chorale

(2002 – present):

- Copyedit concert program
- Edit Young Music Scholars brochure

French Immersion Program / P.G. County Public Schools

(1994 – present):

- Designed, edited, and currently write articles for Écoutez newsletter
- Copyedited school handbook
- Designed and edited annual school directories
- Compiled data, and designed and edited catalogs for annual Silent Auction

Christian Community Presbyterian Church

(2003 – present):

- Design and copyedit performance programs

Good Samaritan Lutheran Church (1999 – present):

- Copyedited weekly church bulletin
- Copyedit program notes for special events
- Write song parodies for special events

OTHER EMPLOYMENT HISTORY

Computer Technologies Consultants, Inc.

(1992 - present):

Vice President /Co-owner

- Responsible for company administrative affairs, including bookkeeping, proposal writing, event planning, company writing and any other support work necessary to run the company. In beginning years of company, also supported contracts with networked database programming using Paradox 3.1 on a PC platform.

Admin. Office of the U.S. Courts, Booz-Allen & Hamilton, Pacific Scientific, QSS Group

(1986-1995):

Programmer/Analyst

- Performed requirements analysis and design consulting, programming, real-time data

collection, and maintenance documentation for various clients, including NASA, the U.S. bankruptcy court, and Hechinger's.

RELEVANT SKILLS

MS-Office products:

- Word
- Access
- Excel
- Outlook

Other Skills:

- Adobe Acrobat
- Intuit Quickbooks
- Internet research
- Type 65 words/minute

PROFESSIONAL AFFILIATIONS

Member, Washington
Independent Writers