

JENNIFER L. STATON

Phone: (256) 824-6451
statonj@uah.edu

301 Sparkman Drive
Huntsville, AL 35899

I am an editing and writing professional in Huntsville, AL with experience in higher education and the defense and aerospace industries. As part of the University of Alabama in Huntsville's Honors College, I currently advise students through the application processes for nationally prestigious fellowships, scholarships, and graduate programs. Additionally, I have expertise in developing, coordinating, and managing government proposal responses.

EDUCATION

- MA** University of Leeds, Linguistics and English Language Teaching Nov. 2015
Thesis: "Generative SLA Research and Language Teaching Methodology: A Pilot Study in MOGUL L2 Processing and Its Application to the Language Classroom"
Advisor: Dr. Melinda Whong
- BA** University of Alabama in Huntsville, History May 2009
Graduated Summa Cum Laude
Minored in English

HONORS AND AWARDS

- Most Valuable Employee Award, TriVector Services, Inc.** 2016
- Fulbright U.S. Student Program English Teaching Assistantship** 2009
I was a Fulbright English Teaching Assistant from 2009 – 2010 at the Grundschule Klein Hehlen in Celle, Germany. I assisted in all English classes for grades 1-4, ages 6-10 by creating lesson plans and participating in class instruction. I also developed methods for language education, honed pre-existing lesson structures, and planned new lessons with teachers.

EMPLOYMENT HISTORY

- University of Alabama in Huntsville, Huntsville, AL** Apr. 2020 to Present
Fellowship and Graduate School Advisor, Honors College
- Manage the development of a new Fellowship Advising program for the UAH Honors College
 - Guide students through application processes for fellowships, scholarships, and graduate school
 - Assist students with identifying fellowships or graduate programs suited to their majors, professional goals, and general eligibility
 - Host and advertise information sessions for major fellowships

- Build awareness and support of Fellowship Advising program among UAH faculty, staff, and administrators
- Develop internal marketing material for the Fellowship Advising program, including: webpage development, half sheets, student newsletters, and information sheets
- Create internal databases to track student interest, applications, and networking as metrics for Fellowship Advising Five Year Plan

TriVector Services, Inc., Huntsville, AL

Feb. 2016 to Apr. 2020

Business Integration Manager

- Managed all of aspects of the proposal process, which includes: negotiating teaming agreements for teammates, sending data calls, holding consistent strategy sessions and providing status reports, writing proposal segments, and coordinating with other proposal team members
- Wrote winning technical proposals, which include the National Oceanic and Atmospheric Administration (NOAA) Office of Space Commerce (OSC) Commercial Space Policy, Strategy, and Economic Analysis Support contract
- Identified and tracked business development opportunities among four separate business units
- Developed data call responses for subcontracts
- Maintained external marketing material, including the corporate website, company one-pager, capabilities briefing, and trade show items; maintained company SharePoint site; and supported company DFARS integration to ensure compliance
- July 2018 – June 2019: Coordinated and participated in administering organizational interviews and surveys to assess organizational culture and training needs for the Aviation Engineering Directorate (AED) Mission Equipment Division (MED). Input and analyzed data from surveys, the results of which were presented to the MED Director in December 2018.
- March 2017 – April 2017: Worked as a Science Writer to edit and format final report on the 2017 Arctic Requirements Workshop for the National Oceanic and Atmospheric Administration (NOAA) Unmanned Aircraft Systems (UAS) Program Office. Also edited and formatted a Sensing Hazard with Operational Unmanned Technology (SHOUT) cost study report submitted to the UAS Program Office.

ALATEC, Inc., Huntsville, AL

June 2013 to Aug. 2014

Communications Coordinator

- Coordinated proposal development and production, which included data collection from subcontractors, creating proposal graphics, writing proposal segments, and managing desktop publishing to prepare proposals for shipment.
- Managed an array of marketing aspects of the company, including redesigning the corporate website content, updating capabilities statements, editing the company newsletter, and researching marketing opportunities for pursuit.
- Designated SharePoint administrator for corporate and remote employees, which included resolving troubleshooting issues, registering new employees and subcontractors onto SharePoint, and maintaining all permission levels for individual sites within SharePoint.
- Managed ISO processes within Business Development to ensure compliance.

Appleton Learning Corp., Huntsville, AL
Academic Coach and Proposal Coordinator

May 2012 to May 2013

- Coordinated all stages of proposals, including identifying opportunities; developing and submitting content; collaborating with departments; and designing proposal graphics
- Managed the educational operations of the Tennessee branches, including managing and recruiting tutors, consulting with clients, creating game plans for students, scheduling workshops, and collaborating with the TN Branch Director and Administrators
- Developed and designed curricula and training modules for the Education Department
- Designed marketing material, including slick sheets, case studies, advertisements, and playbooks
- Recruited instructional, special needs, and technology aides for the Huntsville City School contract

LogiCore Corporation, Huntsville, AL
Proposal Analyst

Apr. 2011 to May 2012

- Created proposal graphics
- Managed all aspects of desktop publishing within business development (BD) and served as BD representative at internal marketing projects
- Served as proposal volume administrator/coordinator
- Defined RFP requirements and created compliance matrices based on sections L and M and Performance Work Statements
- Wrote marketing articles to provide to external customers and created marketing strategies for future projects
- Performed research; maintained and updated databases; and assisted with the BD team with any non-proposal related tasks
- Assisted with each level of the proposal process, including editing, writing, forms and templates, data calls, and spreadsheets
- Managed BD interns during summer and winter breaks
- Administrative Assistant to the VP of BD from April 2011 to September 2011

System Studies and Simulation, Inc., Huntsville, AL
Publications Assistant

Aug. 2010 to Apr. 2011

- Editor, writer, and designer for the bimonthly company newsletter, The Cube
- Maintained and published all advertisements and press releases
- Created and maintained databases for proposals and updated company trifold
- Proofread final stages of proposals, ID/IQs, and task orders
- Performed miscellaneous administrative duties in the Publications Department

TEACHING EXPERIENCE

University of Alabama in Huntsville, Huntsville, AL

Aug 2020 to Present

Lecturer, Honors College

- Teach HON 101: Introduction to Honors Research, an undergraduate Honors course averaging 30 students per class per semester. It is a 1-credit, 7-week course.
- Teach HON 201: Scholarship and Graduate School Prep, an undergraduate Honors course averaging 12 students per semester; it is a 1-credit, 7-week course.
- Utilize Canvas as both a grading system and class page where students could locate resources: syllabus, slides for modules, and assignments.

PROFESSIONAL AFFILIATIONS

National Association of Fellowship Advisors (NAFA), 2020-Present

LANGUAGES

English: Native Language

German: Intermediate Listener, Novice Speaker, Advanced Reading and Writing