

CONSTANCE LEE MENEFFEE
1622 Larch Ave.
Cincinnati, Ohio 45224

constance@menefee.com
513-200-9536

Writer • Editor • Researcher • Information Analyst

PUBLICATIONS

Menefee, Constance Lee. 2003. **Watching out for Aspergillosis**. Online at www.ParrotChronicles.com (July-August).

125 Small Business Columns. May 1996 – October 1998. *Cincinnati Post*.

Menefee, Constance Lee. 1994. **Unpaid leave haunts employers**. August 18. *Cincinnati Post*.

Menefee, Constance Lee. 1994. **Greater Cincinnati Business Pathfinder**. Greater Cincinnati Chamber of Commerce. Cincinnati, Ohio. 82 pp.

Menefee, Constance Lee. 1993. **The Library** (*How To Locate Anyone Who Is Or Has Been In The Military*), Johnson, R. L., MIE Publishing. San Antonio, Texas.

Trosset, R., Warshawsky, D., Menefee, C., and Bingham, E. 1978. **Investigation of Selected Potential Environmental Contaminants: Asphalt & Coal Tar Pitch**. EPA 560-2-77/005 U.S. NTIS PB 289 128. 230 pp.

Sedimentation Seminar Group. 1977. **Magnitude and frequency of transport of solids by streams in the Eastern Mississippi Basin**. American Journal of Science 277(7):862-875.

Korfhagen, T., Ferrel, J., Menefee, C., and Loper, J. 1976. **Resistance plasmids of Pseudomonas aeruginosa: change from conjugative to nonconjugative in a hospital population**. Antimicrobial Agents and Chemotherapy. 9(5):810-6.

Writing samples are available on my website at www.selfcraft.net.

EDUCATION

Bachelor of Science. University of Cincinnati, Cincinnati, Ohio. I designed an **environmental science independent major** curriculum approved by two professors in the Biology Department and a McMicken Scholars Honors Program committee

WRITING & EDITING

Current, over one year **editing documents** on aspects of **chemical, biological,** and **radiological warfare**, which involves working closely with a team

Researched and wrote review on the current status of **aphasia treatment, identified major centers** and **major researchers**; report used to help establish a privately funded aphasia clinic in New Jersey

Compiled and wrote **The Greater Cincinnati Business Pathfinder** for the Greater

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Cincinnati Chamber of Commerce (now the Cincinnati USA Regional Chamber of Commerce). Cincinnati, Ohio (82 pages), detailing **small business resources** in the Greater Cincinnati area (positive review articles in the *Cincinnati Enquirer*, Aug. 26, 1994, and the *Cincinnati Post*)

Researched and wrote weekly **125 small business columns** (each was less than 375 words) for the *Cincinnati Post*

Researched and wrote **report on 20 cities with major league baseball and national league football franchises** that also had sports or stadium authorities: *Sports Authorities: Vehicles for Money, Management, and Marketing*

Developed and wrote report exploring **indicators of high technology growth, R&D, and economic development** for Cincinnati and 21 other cities, Ohio and 24 other states, the University of Cincinnati and 26 other universities

Coordinated **research, writing and editing of criteria document for the U.S. Environmental Protection Agency**; wrote majority of final document that covered all aspects of asphalt and coal tar pitch with emphasis on health and safety hazards, both environmental and occupational

Technical editor for two documents on **health effects of chlorinated hydrocarbons**, involved extensive re-examination of bibliographic sources in the original reports

INFORMATION RETRIEVAL & ANALYSES

HEALTHCARE/MEDICAL: For the Cincinnati USA Regional Chamber of Commerce **developed industry profile of the regional biomedical industry sector**

For the National Institute of Occupational Safety and Health: **researched health and safety issues, economic trends, and background information on the construction industry**, focusing on identifying all the health and safety issues that could be reasonably addressed within the context of NIOSH's mandate

Surveyed **issues and trends impacting companies that out-source services** to hospitals; for a medical staffing temporary agency's business plan: trends on medical care, health insurance, employment

Laboratory research on antibiotic resistance of bacteria in hospital settings; this included gathering patient information, patient specimens, plating bacterial samples, and analyzing antibiotic resistance; laboratory research on carcinogens and mutagens

Field and laboratory research on Arctic tundra ponds (Pt. Barrow, Alaska)

Comprehensive review of wellness issues; research on **chronic pain**; the **role of stress in illness**; the use of complementary medicine; and other current issues

Extensive **literature review and analysis** on Munchausen syndrome by proxy, which was **used to successfully prosecute a court case** (article in the *Cincinnati Enquirer*, April, 17, 1990)

BUSINESS: Developed a variety of **lists of regional, specialty high technology, biotechnology, and foreign-owned companies**

Developed criteria for selecting a working list of construction subcontractors in multiple markets; **developed matrix of indicators for construction company that was planning an expansion into several other cities**

Developed **regional industry profiles for advanced manufacturing, aerospace, automotive, information technology, and the chemical and plastics industries**

INTERNET/COMPUTER SKILLS

Maintained over 1,000 links on business information website for several years as well as developing and maintaining a small business start up section and specialized sections that included information for people with disabilities

Expert Internet searcher on a variety of topics

Provided web content for a major business information website for 5+ years

Created and maintain my website: www.selfcraft.net; designed a website about Cincinnati architect, Samuel Hannaford: www.samuelhannaford.info

Computer skills include Adobe® Acrobat®, Microsoft® Office Word, Microsoft® Office Excel, Microsoft® Office FrontPage®, and Microsoft® Office PowerPoint®, as well as having a basic understanding of database principles and other fundamentals related to information technology and the Internet.

CUSTOMER SERVICE

Managed and staffed the Municipal Reference Library in Cincinnati City Hall for one year

Ten years of customer service experience with a diverse population in the main branch of a busy public library, in person and on the telephone

In response to thousands of inquiries a year, **organized a small business resource table** at the public library (article appeared in the *Cincinnati Post*, Feb. 11, 1993)

Analyzed group sessions on **customer service issues** for the City of Cincinnati

PROGRAMMING/TRAINING/COACHING

Experienced in programming for a variety of audiences from talks to local inventor's groups and business owners to programs on owning parrots for adults and children

Business programs include: **starting a business, improving customer service, locating market research information and using information resources and the Internet;** and how to use readily available statistical resources

Oversaw and trained student assistants for summer work at a major public

library

Coached a variety of small businesses as consultant on business and marketing plans; coached a legally-blind professional with Asperger's syndrome on strategies for coping when workplace problems arose; coached **at-risk teens and adults in a G.E.D.** program with AmeriCorps

Eight public **poetry readings** including one at the National Underground Railroad Freedom Center and several in Washington, D.C. at the Vietnam Veterans Memorial and the Vietnam Women's Memorial

WRITING AWARDS

From the Ohio Arts Council: 1998 **Ohio Individual Artist's Fellowship** for Creative Writing (\$5,000)

1st Prize: D.A. Levy Chapbook Award Winner (1997)

3rd Prize: Greater Cincinnati Writers League (1996)

EMPLOYMENT HISTORY DETAILS

Nov 2009 to present: Technical writer
BTAS, Inc.
Beavercreek, Ohio 45432

2008 to Nov 2009: Editor/writer
U.S. Environmental Protection Agency
National Homeland Security Research Center
Cincinnati, Ohio 45268

1993 to June 2008: Self-employed as freelance writer, fact-checker, and researcher

1999 to 2006: Researcher/writer on retainer
Cincinnati USA Regional Chamber of Commerce
Cincinnati, Ohio 45202

1983 to 1993: Public documents and reference assistant
Public Library of Cincinnati and Hamilton County
Cincinnati, Ohio 45202