
RESEARCHER & WRITER

- *Experienced, organized, and detail-oriented writer and editor*
 - *Highly motivated and skilled internet and literature searcher*
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PUBLICATIONS

Menefee, Constance Lee. 2003. *Watching out for Aspergillosis*. July-August. <http://www.ParrotChronicles.com>

One hundred twenty five small business columns. 1996-1998. *Cincinnati Post*.

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

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

Menefee, Constance Lee. 1993. *How To Locate Anyone Who Is Or Has Been In The Military*. in *The Library* (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.

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 AWARDS

1998 **Ohio Individual Artist's Fellowship** for Creative Writing (Ohio Arts Council)

1st Prize: D.A. Levy Chapbook Award Winner

3rd Prize: Greater Cincinnati Writers League

WRITING & EDITING

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 Cincinnati Chamber of Commerce. Cincinnati, Ohio. 82 pp., 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 125 weekly **small business columns** 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 (project officer wrote it was one of the best he had seen)

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

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 chemical and plastics industries**

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

For NIOSH: **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 research** on Arctic tundra ponds

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-by-proxy syndrome (MBP) which was used to successfully prosecute a court case (article in the *Cincinnati Enquirer*, April, 17, 1990)

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: <http://www.selfcraft.net>;

Designed a website about Cincinnati architect, Samuel Hannaford:

<http://www.samuelhannaford.info>

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 (received multiple complimentary letters about my service)

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 at 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 the 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

Seven 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

EMPLOYMENT HISTORY

December 2009-present: Senior technical writer/editor
Contractor with the National Homeland Security Research Center
U.S. Environmental Protection Agency

June 2008-November 2009: Technical editor
Grantee with the SEE Program at the National Homeland Security Research Center
U.S. Environmental Protection Agency

1993-June 2008: Owner of Information Perspectives
Provided writing, fact-checking, research, and small business consulting [on retainer from
1999-2006 with the Cincinnati USA Regional Chamber of Commerce]

1983-1993: Library reference assistant/Public documents assistant
Public Library of Cincinnati and Hamilton County