

Mary L. Dawkins  
8505 Branchwood Circle, Clinton, MD 20735, (240)888-4488  
mld7256@verizon.net

### **Summary of Qualifications:**

Over 16 years of extensive experience in the development of contract deliverable technical documents and proposals. Knowledgeable of system development documentation formats and standards as well as systems engineering and configuration management practices. Experience at adapting document style and format to the relevant project needs as well as knowledgeable of government style formats such as DoD and GPO.

### **Computer Skills:**

Proficient in various software applications including MS Word, MS PowerPoint, MS Excel and MS Access. Experience with Telelogic DOORS Requirements Tool, DOORS eXtension Language (DXL) Scripting and Visual Basic. Hardware experience includes Personal Computers, Laptops, Digital Cameras, Inkjet Printers, CD and DVD writers and Color Scanners.

### **Experience:**

Lockheed Martin Information Systems & Global Services  
Global Positioning System (GPS IIF), Gaithersburg MD  
September 1999 to March 2008

#### *Engineering Documentation Support Specialist, Senior:*

Provided contract support to the GPS IIF Systems Engineering Integration/Test & Software Engineering efforts.

- # Created requirements management schemas using Telelogic's DOORS requirements software.
- # Managed requirements traceability and associated documents to support program requirements.
- # Prepared and imported baseline engineering documents into the DOORS Requirements database.
- # Maintained links between test cases and baseline requirements modules in DOORS.
- # Imported and exported test case data between DOORS and Microsoft Office (Word, Excel and Access) utilizing a MS Word GUI Tool.
- # Designed, created, modified, and integrated graphics for documentation.
- # Updated requirements and test case databases using Visual Basic and DXL scripting.
- # Maintained status tracking and test data folder for all assigned test cases.
- # Formatted, updated, edited, and maintained documentation files and contractual deliverables to include test procedures, test plans, test reports, user guides, software design documents, and engineering requirements documents.
- # Updated documentation based on approved Request for Changes (RFCs).
- # Coordinated with technical personnel to ensure accuracy of documentation.
- # Assisted in the development/maintenance of Standard Operating Procedures (SOP's).
- # Prepared documentation for delivery in all formats (e.g. .doc, .PDF, and electronic technical manuals).
- # Created and maintained Risk Management Database in MS Access. Queried and exported various reports as required.

*Senior Proposal Coordinator:* Provided documentation and production support for all activities involved in the development and revision of cost and technical proposals. This role required proficient use of Microsoft Office programs (MS Word, MS PowerPoint and MS Access) and other tools to create, edit, and format documents.

- # Participated in the proposal planning and production efforts which included outlines, drafts, design of proposal databases as well as coordinating with internal and external resources as needed.
- # Reviewed RFP electronic copy and hard copy specifications and developed and maintained templates and standards for proposal preparation.
- # Reviewed proposal inputs and coordinated with technical personnel to ensure accuracy.
- # Scheduled and coordinated proposal production requirements and team reviews.
- # Maintained proposal database (MS Access) for Basis of Estimates (BOEs) document production.
- # Queried databases in order to generate various reports as required.

Independent Contractor August 1998 - September 1999

*Documentation Consultant / Graphic Artist:* Provided graphic and computer-based services in visual communication and documentation support on short-term and long-term assignments for various Research and Consulting Firms.

Logistics Integration Agency (LIA), Alexandria Virginia  
August 1991 – August 1998

Provided on-site support to the Agency thru the following firms:

INNOLOG - October, 1994 – August, 1998

The Maxima Corporation - October 1992 - September 1994

TRESP Associates, Inc. - August 1991 - September 1992

*Senior Graphic Artist:* Provided graphics support to the United States Army Logistics Integration Agency.

- # Produced high quality computer-generated visual and multimedia products in the Macintosh and PC environment. These products included briefings, charts, graphs, publication layouts and electronic presentations. Created and published Web Pages for the Agency's Intranet and Internet sites. Also published briefings on web site for agency-wide use.
- # Coordinated with the Agency staff to prepare promotional materials for exhibits, displays, conferences, trade shows and meetings.
- # Provided technical assistance and software/hardware support to Government personnel relative to automation activities. Developed training manuals and conducted in-house training classes on various software packages.
- # Established a full service graphics department within the Microsoft WINNT environment, which includes a network of PC and Power Mac computers, printers, color scanners and CD Recorders.
- # Established guidelines for graphics operations and published a Standard Operating Procedures (SOP) to be used by graphic personnel on a day-to-day basis. These guidelines serve as a tool to manage change within the graphic environment and establish visual information policy and procedures.

**Education:**

Norfolk State University, Norfolk, Virginia

B.A. Communicative Arts and Design, May 1978

Clearance: Eligible for SECRET Clearance