

Expertise:

- Administrative management
- Technical editing
- Large document content management
- Travel coordination/project logistics
- Adobe Acrobat Professional
- Microsoft Office Suite
(including Visio, SharePoint, and Project)

PROJECT EXPERIENCE

Technical Editor/Report Analyst, ERM Alaska, Inc. (2013, 2015 – Present)

With more than 10 years' experience providing technical and organizational support for engineering and environmental consulting firms, Chelsea Vanzant has well-honed skills in technical editing, project controls, communication, content management, marketing, and administrative management. As the sole technical editor for the ERM Anchorage and Fairbanks offices, Ms. Vanzant is instrumental in the development and submittal of client deliverables, and helps to ensure projects are delivered on time and within budget. Additionally, Ms. Vanzant assists with project controls including the development of work breakdown structures, tracking project budgets, hours, expenses, and subcontractor invoices, and maintains project schedules. She consistently demonstrates the capacity to generate the highest quality work, while maintaining aggressive project schedules and independently balancing multiple priorities, often under complex and stressful conditions.

Ms. Vanzant supports several major oil and gas clients by providing high-level editorial review of environmental assessments, emergency spill response manuals, oil discharge prevention and contingency plans, remediation investigations, subsistence foods studies, Incidental Harassment Authorization applications, risk assessments, and health and safety plans. Additionally, Ms. Vanzant is heavily involved with the review of several environmental impact statements in which she provides overall technical editing, modifies report content with regulatory updates, prepares legal notices, newsletters, public meeting notices, and radio announcements, maintains website posts and FTP sites, and prepares both draft and final documents for distribution to stakeholders and regulatory agencies.

Additionally, Ms. Vanzant supported the creation of guidance documents for a major oil and gas client, which outlined emergency response and reporting requirements for wildlife-related incidents on Alaska's North Slope. This work included consolidating hundreds of regulatory and client documents into a single user-friendly guide/matrix, researching agency permit stipulations and reporting requirements, soliciting client input, incorporating information for animals with special considerations (*e.g.*, threatened and endangered species), and providing overall technical editing.

Administrative Manager, Owl Ridge Natural Resource Consultants, Inc., 2014 – 2015

As the administrative manager of a start-up natural resource consulting firm, Ms. Vanzant ensured the overall efficiency of business operations for both the Alaska and Seattle offices, including supervising and mentoring administrative support staff, supporting executive management and technical staff with resource allocation, field logistics, technical editing, deliverable quality assurance/quality control, file structure management, marketing, recruiting, and website development and management. In this brief time at Owl Ridge, Ms. Vanzant implemented basic operation systems, established customized Microsoft Office templates, developed numerous statements of qualifications, generated standard operating procedures, and developed a shared-drive server structure. Additionally, her technical duties included analysis of regulatory compliance and reporting requirements.

Technical Editor, WHPacific, Inc. (a NANA company), 2011 - 2013

Ms. Vanzant's responsibilities included technical editing, deliverable production, QA/QC, as well as document organization, and content management for clients' public notice websites. She coordinated field logistics and travel to the Kwajalein Atoll in the Republic of the Marshall Islands for U.S. Army Space and Missile Defense Command project efforts. In addition, Ms. Vanzant coordinated travel to the North Slope, rural Alaskan villages, and other remote project sites. She performed journey management, organized company events, performed data research and proposal production, managed employee expense reports, and assisted with the development of professional content for the company website.

Project Assistant, Doyon Emerald, 2009 - 2011

Ms. Vanzant provided general technical and administrative support for a multidisciplinary oil and gas engineering office. She performed project assistant duties for commercial engineering and federal Department of Defense projects. She was also responsible for coordinating meeting space, catering, and logistics for client meetings.

Key Project Experience

- 2009, F-15 Technical Coordination Group World Wide Review: Ms. Vanzant maintained payment and registration status for vendors and participants, and coordinated booth assignment.
- 2010, Red Flag/Green Flag Project at Nellis Air Force Base, Nevada: Ms. Vanzant assisted in the planning and preparation stages of the 2010 F-15 aircraft combat training exercises. She provided overall project assistant support to the project manager and human resources department as well as on-site project controls during the exercises, which involved more than 250 U.S. and Royal Saudi air forces and contractor support personnel.
- 2009 – 2011, United Way fundraising campaign: Ms. Vanzant coordinated and developed marketing concepts and materials to promote the campaign and motivate employee participation, including coordination with external parties on behalf of the company president.

Previous Employers, Anchorage, Alaska, 2006 - 2009

For previous employers, Ms. Vanzant performed general technical and administrative support, which included client-oriented customer service, answering a multi-line phone, receiving and preparing mail, maintaining office supplies, coordinating client meetings, organizing company events and holiday parties, and managing business travel. She has also been responsible for project coordination/logistics, project assistant duties, communication, marketing, telemarketing, and media.

Volunteer Work, HIV/AIDS Awareness & Prevention, 2004 – Present

- Since 2004, Ms. Vanzant has been extensively involved in HIV/AIDS prevention and awareness efforts. In Alaska, she has designed and conducted education and prevention presentations and workshops, and traveled around the state targeting teens and at-risk populations sharing knowledge and resources needed to live healthier and safer lifestyles. Presentations and workshops include Anchorage School District, McLaughlin Youth Center Community Detention Program, North Slope Borough School District, the Embracing Our Traditions, Values and Teachings: Native Peoples of North America HIV/AIDS Conference, the Alaska Native Tribal Health Consortium Early Intervention Services Hubsite Conference, and the Ryan White National Youth Conference (Nashville and Philadelphia).
- Ms. Vanzant also volunteered for 4 weeks at the Malawi Children's Village in the Mangochi District of Southern Malawi, Africa. She prepared a peer-led HIV/AIDS prevention and awareness program for village youth, and facilitated discussions and workshops in the classroom and in the field. Additionally, Ms. Vanzant provided outreach assistance for orphans, vulnerable children, and homecare for AIDS patients in 37 villages of the district.