

KIMBERLY NUNLIST

TECHNICAL WRITER & EDITOR

kimberlynunlist@gmail.com

(207) 263-8935

SKILLS SUMMARY

Technical Writing & Editing: Edited almost 500 scholarly articles, with acceptance rates of 62.8% (first round) and 85.4% (second round) at research journals including *Science*, *Nature*, and other high-impact-factor publications; won 8 of 8 competitive state-level permitting applications; won 5 of 8 grant awards (\$625,000)

Research & Project Management: Assisted primary investigators with laboratory research, including parts fabrication, process execution, and documentation; organized teams to define project goals, strategies, and outcomes; identified public and private funding opportunities

Adaptability & Problem-Solving: Applying client priorities to understand complex problems, identifying creative solutions, exercising sound judgment in decision-making

Collaboration & Time Management: Working on multi-disciplinary teams with remote coworkers, protecting intellectual property, multi-tasking in fast-paced environments, meeting overlapping deadlines across time zones

PROFESSIONAL EXPERIENCE

Technical Writer & Editor, Freelance

2009 – Present

Drawing from my experience in grant writing as Development Assistant for The Yosemite Fund, I initially transitioned into the for-profit sector to secure venture capital for a semi-retired chemical engineer, who then started asking me to edit his research publications. I have since grown a technical writing business with the dual aims of 1) facilitating communications among scientists and engineers, and 2) advocating for their research before funding agencies and the general public. In addition to editing 8 successful permitting applications and more than 400 now-published scholarly articles, and writing funding proposals with a 62.5% success rate, my work over the last 10 years has included:

- **Funding Research:** Identifying public, private, for-profit, and non-profit funding prospects using diverse sources, including www.grants.gov, Foundation Center, BIG Online, and general news media
- **Subject Matter Interviews:** Collaborating to clarify the current state of the art and long-term research trajectories, discussing results and analyses to clarify reporting, strictly observing confidentiality agreements
- **Project Management:** Working with research start-ups to develop realistic objectives and procedures that will generate measurable outcomes, establishing reasonable budgets and feasible schedules, anticipating and overcoming barriers to success, negotiating and resolving conflicts, exercising discretion
- **Regulatory Compliance:** Writing and editing policy and procedure documentation
- **Laboratory Research:** Documenting procedures with text, graphics, and video; trouble-shooting to resolve inconsistent results and achieve reproducibility; summarizing analyses to facilitate communications with investors
- **Presentations:** Writing, editing, and/or delivering presentations to investors and academic conferences; interpreting subject matter experts' responses to questions in language suited to the target audience
- **Public Relations:** Co-wrote press releases for general audiences; organized fundraising and outreach events
- **Instructional Materials:** Co-authoring a safety manual for a developmental nuclear reactor, working with subject matter experts and regulators to establish a style guide that would ensure clarity with well-defined and consistent terminology, sentence structures that could be easily and accurately translated, and a document-wide structure that would enable swift access to relevant information in emergency situations

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- Software: Microsoft Office Word, Excel, Outlook, PowerPoint, Access, Equation Editor, MathType, and Visio; LaTeX; PDF Annotator; Adobe Acrobat, Illustrator, Photoshop, and Premier; video-conferencing platforms; working knowledge of programming architectures such as HTML, CSS, and JavaScript, and content management systems such as WordPress, DITA, Adobe FrameMaker and RoboHelp, and MadCap Flare
- Style Guides: APA, MLA, AP, Chicago, IEEE, AAAS, Springer, Elsevier, Wiley, Taylor & Francis

Project Management & Event Planning: The Yosemite Fund, Freelance

1998 – Present

My work in proposal writing often involves coaching clients to define project goals, measurable outcomes, and detailed methods of achieving those goals, including timelines and budgets. In addition, upon receiving the grant awards, my work on the associated compliance documentation entails periodically checking in with clients to confirm timeline adherence and identify and remove barriers to success.

I developed the organizational and interpersonal skills required for successful project management early in my freelancing career, as a professional stage manager for regional theater companies. Stage managers are responsible for coordinating all aspects of a theatrical production through all phases of the process from initial casting to the end of the performance run, with tasks including but not limited to scheduling, procurement and budget management, interdepartmental communications, personnel management, and conflict resolution.

My early experience in stage management and my event planning responsibilities as Development Assistant for The Yosemite Fund (2001 – 2004), where I wrote my first grant proposals and also assisted with fundraising events by securing in-kind donations, organizing volunteers, coordinating with presenters and vendors, and ensuring comfortable accommodations for visiting attendees. I also gained food and beverage experience in compliance with federal, state, and local laws and regulations as a Production Assistant at Fresh from the Garden Kauai (2004 – 2014).

Teaching: State of Hawaii, Freelance

1994 – 1998; 2010 – 2014

I started teaching myself math in second grade, when my teacher told me to work through the textbook at my own pace, and proceeded to do so through calculus in high school, earning a 5 on the AP Calculus AB exam. I had always assisted struggling friends, and by the time I reached high school, local parents were hiring me as a professional math tutor (1994 – 1998). I gained more formal experience as a Certified Substitute Teacher for the State of Hawaii (2010 – 2014), where I was the first choice of my home district's science department because of my "deep understanding of scientific material and ability to effectively teach it," quoting the department chair's letter of reference. I continue to draw on this knowledge base and skill set to translate technical communications into content for general audiences.

EDUCATION, CERTIFICATIONS, & MEMBERSHIPS

2019 Certified Professional Technical Communicator, Society for Technical Communication
2008 BA, Interdisciplinary Studies (Honors), University of California, Berkeley (GPA: 3.93)
2009 Certified Substitute Teacher, State of Hawaii Department of Education
2017 – present Member, American Association for the Advancement of Science
2019 – present Member, Council of Science Editors

REFERENCES AVAILABLE UPON REQUEST.
