



WENDY S. EARLY**Research Planning, Inc.**

Office Administrator / Technical Editor

Ms. Early is the Office Manager and highly skilled Technical Editor for Research Planning, Inc. (RPI). She is also RPI's publications coordinator and has over 21 years of experience in production of technical reports, manuscripts for publication, training courses and company correspondence. She has extensive experience in streamlining editing processes, has a proven track record of ensuring accuracy, clarity, and consistency in technical documentation, delivers high-quality documents and has the ability to resolve issues with technical content effectively. Ms. Early has strong collaboration and communication skills, is self-motivated, highly organized, works well with others and independently. She is adept at using various reference management software, detail-oriented, proficient in document reviewing, editing, formatting, and conforms to style guidelines for all content types.

Before joining RPI, she was the Production Supervisor for a small environmental consulting firm located in the DC Metro area.

EDUCATION

B.A., Community & Organizational Leadership, Columbia College, Columbia, SC (2016)

Honors: McNair Entrepreneur Fellow, 2015

Associates Liberal Studies - Marine Biology, University of Hawaii, Maui, HI (1998)

PROFESSIONAL EXPERIENCE:

2003-Present: Research Planning Inc., Columbia, SC

Office Administrator/Technical Editor/Office Manager: Provide full administrative support to 27 staff members located in the main office as well as remote support to staff located in Saudi Arabia and Tallhasse office locations . Support includes: create, update, and edit technical documents, format and prepare proposals, produce copies of Environmental Sensitivity Index (ESI) Maps, prepare documents for the NOAA Shoreline Cleanup and Assessment Technique (SCAT) training program, design and implement office policies by establishing standards and procedures, perform maintenance on office equipment, ensures full operation of all office equipment.

Edit reports, locate and obtain information and maps for projects, prepared invoices, updated and created billable rates and comp-time spreadsheets, assisted with atlas production, and process all legal and international visas for project managers and staff.

Database Coordinator: Coordinated and managed an Access database of Public Water System (PWS) Operators for a project funded by the Office of Pipeline Safety. Managed and trained personnel who contacted each system to inquire if they had an adequate alternative. Create, coordinate and manage Access database of all RPI documents, electronic and library.

1999-2003: PCCI, Inc. Alexandria, VA

Provide full administrative support to 30 staff members. Support includes: created and revised contingency plans for the U.S. Navy, updated Oil Spill Response Plans, Integrated Contingency



Plans and Facility Response Plans, scanned high volume documents, converting and manipulating documents to “fall into place” if necessary. Edited and proofread documents, produced binder copies for both commercial and military clients. Created and updated PowerPoint presentations for training courses, track and upkeep network files for PCCI, Inc., and IT backup for the company.

COASTAL RESOURCE MAPPING

Environmental Sensitivity Index (ESI) Mapping: Ms. Early has served as an editor on the following ESI Projects used for coastal zone management, contingency planning, and hazardous material/natural disaster responses:

Central California	2006
New York, Hudson River	2006
Washington, Puget Sound & Strait of Juan de Fuca	2006
Alabama	2007
Maryland (2 volumes)	2007
Northern California	2008
Mississippi	2009
New York, Long Island Sound	2009
Southern California	2010
North Carolina (3 volumes)	2011
Florida Panhandle	2012
South Florida	2013
Texas, Upper Coast	2013
Louisiana	2013
Delaware Bay	2013
Washington/Oregon	2014
South Carolina	2015
Georgia	2015
Chesapeake Bay	2016
Southwest Florida	2016
Great Lakes Mackinaw Straits	2019
East Florida	2020
St Marys River	2021
St Lawrence River	2021
Florida Panhandle Update	2021
Texas ESI Update	2019-2022
Lake Erie System	2022
Lake Ontario	2023
Offshore Gulf of Mexico	2023
Offshore Cook Inlet	2023
Offshore Beaufort Sea	2023
Offshore Chukchi Sea	2023
Cook Inlet	2023
Texas	2023/2024
Florida Pan Handle	2024
Lake Michigan	2024
Southern California	2024

TECHNICAL EXPERTISE

Hardware: Experience on XP, NT, PC-based platforms, Mac-based platforms, and UNIX.

Software: Expertise in Microsoft Office Suite, (Access, Excel, PowerPoint, Word), Windows XP and NT 2000, Outlook, Publisher, Adobe Acrobat (Pro, Reader and Distiller), Adobe Photoshop, Adobe Illustrator, Canvas, EndNote[®], Reference Manager[®] and Social media platforms (FaceBook, Instagram and X).