

Gwendolyn Steele

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1801 Berry Ridge Dr., #150, Culpeper, VA 22701

A quintessential project manager who influences team members with a lead-by-example approach, inclusive of stakeholders and mindful of budgets. Seeing applications in 3D makes me an expert database & application user and trainer. I'm also an award-winning event producer with savvy brand marketing experience and logistic superpowers. My other skills include brand consistency, website design, voice-over, and of course, being a superhero. Database and marketing experience includes over 25 years of corporate and community work including small business brand consulting.

PROFESSIONAL EXPERIENCE

Personnel Responsibility/Records Investigator **April 2022 - Present**
ANASEC, Inc. - Washington DC

TS Clearance and experience with DISS, NBIS/eAPP, NP2 Portal, PIPS, and eQIP. Contract work supporting CBP and DCSA under DHS. Conducting comprehensive background checks on individuals or organizations as per client's needs. Working in coordination with law enforcement agencies, courts, and other relevant institutions for information gathering. Ensuring all investigations are performed in a legal and ethical manner, respecting privacy and confidentiality.

Consultant/Officiant **March 2019 - Present**
STEELECHICK, LLC/Steele Away Weddings, LLC - Culpeper, VA

Liaison with various local businesses as a board member to develop new partnerships and produce new business opportunities. Design websites and marketing materials to with special projects. Event production & planning for small businesses, including venue consultation. Court appointed Officiant for the Commonwealth of Virginia. Chair: Culpeper Parks & Recs, Secretary: Culpeper County Habitat for Humanity.

Senior Events & Sponsorships Manager, Event Strategist **November 2010 - January 2019**
MONOTYPE, INC - Woburn, MA

Created and managed the global events and sponsorship strategy mapping to company vision and strategic intent. Business Development: designed high-touch branded events with high ROI, media exposure, and digital impressions. Developed interactive event campaigns focused on specific audiences that impact brand perceptions. Creator of the Monotype Events Advisory Board - internal advisory board across all business silos. Managed individual event budgets and Corporate Marketing Master Budget. Reporting: event results including the Halo Effect on web traffic, inbound leads, and pipeline. Coordinated with Corporate Communications to align speaking opportunities, event press & social media. Business Development: created and managed industry scholarships and education relationships. Established and maintained partnerships with key industry associations, influencers, and partners. Planned global on-brand giveaways and managed event assets. Negotiated global vendors and partner contracts. Scheduled and coordinated travel and equipment logistics across continents for international exhibitions.

EDUCATION

Bachelor of Business Leadership
Major: International Business Management
Northeastern University, Boston, MA

Associates of Business Management
Major: Accounting
University of Toledo, Toledo, OH

Aerospace Engineering
Case Western Reserve University, Cleveland, OH

KEY COMPETENCIES

Database Administration
Project Management
Logistics Management
Public Speaking
Critical thinking skills
Excellent communication skills
Strong interpersonal skills
Proactive and self-motivated
Exceptional organizational skills