

RICK A. RICE
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SUMMARY

Rick Rice has more than 20 years of professional writing and editing experience, including: proposals for architecture and engineering, IT consulting, and telecommunications contracts; technical writing in IT and software environments; and writing for trade publications, professional journals, and commercial news and feature publications. He has extensive experience with federal government contracting, as well as with commercial contracting. He is an experienced project manager, skilled at working collaboratively in technical and non-technical groups. He is a skilled technical editor, experienced in the development of research papers, feasibility studies (including environmental), and program management and work plans for major construction projects. He has developed documentation for architectural and civil engineering design projects; written for technical journals; developed software user guides, release notes, and tutorials; developed technical procedures and help systems; and contributed to the development of corporate training programs. He has experience with product development cycles. He also has extensive experience (10 years) in commercial publications as a news reporter, feature writer, and managing editor. He has designed websites and currently maintains three, including the popular entertainment site RARWRITER.com, which features examples of his creative writing, including features, essays, music reviews, novels, screenplays, non-fiction, and original music compositions.

EDUCATION AND CREDENTIALS

B.A., English/Journalism, Fort Hays Kansas State University, 1975
Certificate in Technical Writing - Webster Institute
JAVA and JavaScript Programming - San Francisco State University (Extension)
Graduate Education in Journalism - Ball State University (no degree)

COMPETENCIES

Technical Writing
Technical Editing
Proposal Development
Federal Contracting
Project Management
Interviewing
Research
Feature Writing
Desktop Publishing

EXPERIENCE

Consulting Proposal Manager/Writer/Technical Editor: Stanfield Systems, Inc. (10/07 – Present)

- Managing, writing and providing technical edit for RFI and RFP
- Managing proposal process for automation of the State of California bulk fuel system

Proposal Manager/Writer: KT Consulting, Inc. (6/07 – 9/07)

- Developed IT consulting proposals for federal government contracts
- Mapped RFP requirements and developed responses

Bid Developer (Consultant): K&J Consulting for Cisco Systems (2/07 – 6/07)

- Developed IT networking and telecomm proposals
- Managed RFP responses

Proposal Writer: Innovative Technical Solutions, Inc. (8/05 – 2/07)

- Developed IT networking and telecomm proposals
- Managed RFP responses

Consultant Writer/Editor (6/03 – 8/05)

- Provided writing and editing for UC Berkeley Pavement Research Center
- Developed environmental proposal for Shaw Environmental & Infrastructure

Technical Writer/Editor (Consultant): Bechtel Corporation (3/01 – 3/05)

- Contributed to proposals for large infrastructure projects (airports, rail)
- Edited technical documentation for high security military projects (chem demil)
- Developed proposals for Bechtel Mining & Metals
- Seconded to Caltrans for I-880/SR92 Final EIR/EIS

Technical Writer/Editor (Consultant): Webster Associates for Legacy Marketing Group (6/98 – 6/00)

- Developed procedure manuals for several departments of an annuities firm
- Created and implemented intranet help systems

Technical Writer/Editor: IKOS Systems (now part of Mentor Graphics) (9/97 – 11/97)

- Developed user guides, release notes, installation guides, tutorials
- Interviewed technical staff to develop technical documentation

Marketing Director: Royston Hanamoto Alley & Abey (5/94 – 5/97)

- Developed proposals for architectural and land planning projects
- Annually developed and implemented the marketing and communications plan

Product Development Specialist: BayGroup International (5/89 – 5/94)

- Contributed to new product development (coordinated talent, wrote and edited)
- Provided vendor management and coordination
- Served as a consultant tech editor after leaving staff position

SELECTED REFERENCES

Stephen Bolish

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Andy Brown

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Rauno Saarinen

IT Consultant (former Legacy Marketing Group Supervisor), now an ECommerce
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Former supervisor at Bechtel Infrastructure, now a consultant to ITS
Oakland, CA
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Liz Van Houten

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Worked with Liz on projects for Bechtel National
San Francisco, CA
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*I worked with Mike in San Francisco on the Ma'aden Aluminium Feasibility Study. Best to reach him via email. I believe he may now be on site in South America