

Edith Knehans

303.859.2305

SUMMARY

Demonstrated achiever with exceptional knowledge of business practices, construction permitting, and government regulatory environment. Strong research and administrative background combined with two Bachelor's degrees and a Master's degree. Skilled at learning new concepts, working well in a structured environment, and communicating ideas clearly and effectively. Computer training includes knowledge of multiple business software packages. Enthusiastic and experienced in a variety of industries.

EDUCATION

Masters Degree in Urban and Regional Planning (1996)
Florida State University, Tallahassee, FL

B.A. Degree in Political Science and Economics (1994)
Florida State University, Tallahassee, FL
Concentration in Law and Society; Political Economics

B.A. Degree in Business Administration (1986)
Florida Atlantic University, Boca Raton, FL

CAREER HISTORY & ACCOMPLISHMENTS

Professional Research Assistant, University of Colorado Laboratory for Atmospheric and Space Physics
2007-

Manage programmatic, technical and contractual documentation for the GOES-R EXIS project. Ensure consistency between contractually required deliveries and the submissions to the GOES-R Project Office and to the delegated auditor at the Office of Naval Research. Manage project documentation within the Agile system. Ensure that submissions to the GOES-R Portal are made in accordance with the schedule in the EXIS Contract Deliverables Requirements List (CDRL). Disseminate schedule for contractual deliverables and track internal progress on documentation, drawings and reports in preparation for scheduled submissions. Route proposals for contractual changes (contract modifications and Configuration Change Requests) to the correct parties for review and route responses to the Contract Manager and EXIS Systems Engineering. Maintain CCR log. Post weekly and monthly reports to the GOES-R Portal according to procedure. Assist with preparation of presentation materials before major meetings and reviews. Assist in processing RFAs and other post-review follow up. Check the GOES-R portal once per week for updates to contract attachments, DOORS modules and project documents. Assist the LASP Engineering Configuration Manager during periods of heavy ECO activity and portal submission (e.g. PDR, CDR, PER). Perform updating of contract documentation in Agile in response to contract modifications. Coordinate business travel for LASP employees.

Director of Development Services, CRL Associates, Inc. 2001-2006
Worked as Director of Development Services of this small, privately-held provider of consulting, research and lobbying services. Played key role as Director in function of construction permit streamlining, establishing project timelines, and tracking governmental processes related to planning and development. Assisted owners and developers on site plan and rezoning processing.

Business Manager, Custom Quality Construction 2000-2001
Held key responsibility in this small remodeling company for helping facilitate residential and commercial remodels in the Denver/Boulder area. Reviewed company policies and was instrumental in all aspects of business management. Initiated efforts to complete business plan for future business growth.

Project Administrator, Saunders Construction, Inc. 1998-2000
Handled administrative functions for the Project Manager of numerous commercial projects, including tenant finish and ground-up construction. Assisted in preparing contracts and sales proposals for clients and customers. Established reports to track projects throughout Denver Metro area and develop further customer contacts for Saunders Construction.

Administrative Program Specialist II, State of Colorado 1997-1998
Worked directly with the State of Colorado Director for Elections. Handled programmatic and administrative functions for the Elections Office. Assisted Colorado counties and municipalities with election processes and statute direction and information. Prepared the State of Colorado Recall Election Manual for use within Colorado political jurisdictions. Established reports to track election abstract data collection and distribution.

MEMBERSHIPS & AFFILIATIONS

Member, Pi Sigma Alpha (Political Science Honorary Society)