

| Skills | Specialties | Assets |
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| 20+ years' experience in: <ul style="list-style-type: none"> ◆ technical writing/editing ◆ procedures and training ◆ program development ◆ management ◆ project controls ◆ compliance (DOE, EPA, NRC) ◆ quality assurance ◆ work flow/work control | Operations involving: <ul style="list-style-type: none"> ◆ environmental remediation ◆ facilities management ◆ fissile/nuclear materials ◆ safety/health (OSHA/NIOSH) ◆ waste management [RCRA, TSCA, radioactive (rad.), mixed, industrial, universal] ◆ computers | <ul style="list-style-type: none"> ◆ "small," HUBZone, EDWOSB, company w/active security FOCI ◆ DOE "L" security clearance ◆ advanced computer skills (Office suite, Adobe, and many others) ◆ extensive training (DOT, 40-hr OSHA, radiation worker II, etc.) ◆ experience with CERCLA, CWA, CAA/NESHAP, EPCRA, NEPA, etc. |

Education

B.S., technical communication (specialty area—computer science), Tennessee Technological University (TTU), 1990. (Numerous academic scholarships; ACT-COMP score in 97th percentile.)

Experience

02/00–present. Owner and president, DynaGlobe LLC (a "small," HUBZone, EDWOSB company). Preside as DynaGlobe's general manager; oversee contract-management, finance, and business-development functions. Provide services to nuclear/environmental industries—e.g., at Portsmouth Gaseous Diffusion Plant (PORTS), a 3,700-acre uranium-enrichment site that comprises world-scale industrial facilities (93 acres of process buildings, and more than 10M ft², under roof). Clients include:

- ◆ *Geo-Tech Polymers* (OH)—Developed procedures/documents to support ISO 9000 certification for plastics recycling.
- ◆ *AttentionIT* (OH)—Preparing software documentation for upgrade to eMWaste® hazardous/rad. waste-tracking system.
- ◆ *WASTREN Advantage (WAI)* (OH)—Prepared proposals. Overhauled core waste management (WM) procedures for WAI client LATA-Parallax. For WAI client Fluor-B&W Portsmouth (FBP), led task to convert > 250 WM procedures to FBP ownership and revise technical content of 35. Wrote procedures/plans to merge NRC/DOE programs and change site mission from operations to D&D (decommissioning)—one of DOE's "most complex transitions in history."
- ◆ *WAI at "ERDF" Disposal Facility* (Hanford, WA)—Led task to transition ERDF administrative and standard operating procedures (SOPs) for new contract; met tight schedule, with all deliverables accepted by client on first submittal.
- ◆ *Wastren-EnergX* (OH)—Developed programs for document control, deliverables, procedures, etc. Created company-level style guide, glossary, and templates. Writing procedures and documents to support facilities management (FM) at PORTS.
- ◆ *U.S. Army Corps of Engineers* (WV)—Edited/designed river/watershed reports and maintenance improvement plan.
- ◆ *DUF₆ Conversion Facility* (OH and KY) (new uranium-recycling facilities)—As procedures manager at PORTS, managed program and staff, scoped out procedures for start-up, prepared estimate and schedule, trained writers, and interfaced with oversight entities. Wrote/edited documents for both sites [program plans, administrative procedures, SOPs, etc.].
- ◆ *Theta-Pro2Serve Management Company* (OH)—Edited engineering plans to support infrastructure services and site D&D.
- ◆ *Diaz Construction* (OH)—Co-wrote and edited FM proposal; slated for key position.
- ◆ *WASTREN Inc.* (OH) [holder of two prime contracts (one for environmental/WM and one for FM) at PORTS]—Served as:
 - Process analyst (direct report to WASTREN PORTS site manager). Developed business/operations programs and processes. Estimated/negotiated contract change orders (\$100K +). Audited close-out of prime contracts > \$125M.
 - Acting work-control manager, a key, senior-management position for WM and FM prime contracts that jointly grossed > \$25M per year. Developed/implemented work-control program based on safety (ISMS), which played a critical role in obtaining contract option years; returned FM contract to profitability. Directed field implementation for 200 employees, subcontractors, and union personnel. Managed subordinates for procedures, training, and purchasing as well as matrix staff for planning, scheduling, and work control coordination.

| Phone | Address | Web |
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| <ul style="list-style-type: none"> ◆ Mobile: 740-727-8696 ◆ Office: 740-858-3282 ◆ Home: 740-858-6956 | <ul style="list-style-type: none"> ◆ Mailing: P.O. Box 1288, Portsmouth, OH 45662 ◆ Street: 11790 Hwy 52 West, Stout, OH 45684 | <ul style="list-style-type: none"> ◆ Web: www.dynaglobe.us ◆ Email: kerry.ballew@dynaglobe.us |

Experience, *continued*

- **Project engineering consultant.** Wrote project plans and hazard analyses for waste characterization and disposal. Closed out finished projects to obtain payment and retentions.
- **Procedures consultant.** Built comprehensive procedures program; negated audit findings, saving \$30K. Designed electronic template, reducing formatting time by 85%.

11/96–07/99. Environmental Quality Management (OH). Served as:

- ◆ **Procedures coordinator.** Managed procedures inventory, forecast budgets, established schedules, and served as client liaison. Reduced costs and delays by more than 50%.
- ◆ **Field supervisor.** Led environmental characterization activities for closure of two large-scale remediation plots.

06/94–11/96. Procedures specialist, International Engineering (OH). Developed and executed procedures program plan for WM division of client, **Lockheed Martin**. Created procedures and training modules for such programs as Highly Enriched Uranium Removal (a DOE Secretarial initiative). Facilitated multi-disciplinary teams of client, subcontractor, and agency staff/managers as well as **bargaining-unit** personnel to devise high-profile operations processes on tight deadlines.

03/93–06/94. Owner, The Home Office (TN). Developed users' manuals for computerized radiological access network of hazardous-waste reduction company. Produced environmental documents, proposals, and marketing materials for clients.

12/91–03/93. Technical editor-writer, Bechtel National, Formerly Utilized Sites Remedial Action Program (FUSRAP) (TN). Edited/co-wrote environmental and safety documents. Wrote program style guide. Produced status reports for DOE client. Created marketing and public-relations (PR) materials.

06/89–12/91. Technical editor, Martin Marietta, Oak Ridge National Lab (ORNL) (TN). As lead editor for technical manuals, managed concurrent, large-volume, and **international** document projects.

Training

Certifications: Advanced RCRA. Dept. of Transportation (DOT) hazardous waste transportation (including radioactive materials). Long-term substitute teaching license (language and science). Crisis counseling.

Management: Law (corporate, employment, and tax). Accounting. Business management/ business development. Financial management. Project management.

Safety: 40-hr **OSHA**. Radiation worker II. Emergency preparedness. Lead/asbestos awareness. Hearing conservation. Fall protection. Temperature extremes. Lockout/tagout (haz. energy). Carcinogens. Hazard communication/chemicals. Personal protective equipment. Health/safety rights. Securing chemicals. Occurrence reporting. Supervising for safety. Nuclear criticality safety for supervisors. Conduct of operations. Safety authorization basis. Un-reviewed safety questions.

Security: Cyber security. Export controlled information (**ECI**). Unclassified controlled information (**UCI**). Security escorting. Classified matter. Privacy awareness (**PII, OUO, FOIA**).

Waste management: Waste minimization/pollution prevention. RCRA for hazardous waste generators. **PCB** awareness. Environmental management systems.