

## Edward McCorkindale

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### Professional Overview: Consultant

- Detail-oriented, with strengths in writing, editing, and formatting of project deliverables, business proposals, handbooks, academic research, and correspondence.
  - 5 years of experience in business management/development and contract administration in the private sector, working with non-profit and public sector customers.
  - Professional opportunities sought in alternative dispute resolution, document editing/prep.
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### Professional Experience

**GenQuest, Inc.**, Albuquerque, NM, *Operations Manager/Consultant*, 2012 – Present; *Project Analyst*, 2011 – 2012; *Technical Writer*, 2010 – 2011; *Data Entry/Project Assistant*, 2009 – 2010

#### Selected Responsibilities

- Currently contracted as a Consultant for note-taking and facilitator support tasks for the Bureau of Land Management's Rio Puerco Management Committee (~5 hrs/month).
- Currently contracted as a Consultant for editing and business development for workplace investigations, fact finding, and EEO services (~5 hrs/month). Working towards Investigator training and certification by the Equal Employment Opportunity Commission.
- Operational tasks included: working directly with Human Resources to research and revise corporate policy, determine hiring requirements, and interview and onboard applicants and employees; working as part of the Executive Team to research and maintain compliance with local, state, and federal business and economic development regulations; supporting employee management; and, assisting management of the corporate office.
- Produced operational and marketing presentations, including: capability briefings; program/project reviews; brochures; websites; and, other responses to customer requests.
- Contract Management tasks included: negotiating technical/pricing requirements; writing/delivering contract reporting; monitoring contract funding; maintaining electronic/paper contract files; and, serving as the point-of-contact with all customers.
- Business Development tasks included: planning, writing, finalizing, delivering proposal and pricing documents in response to federal, state, local, industry RFPs; and, developing, editing, finalizing project deliverables, manuals, training materials, and correspondence.

#### Project References

- Sole Project Manager, Editor, and Researcher for development of the Middle Rio Grande Endangered Species Collaborative Program FY10-FY11 Biennial Report.
- Provided research, writing, editing, project management for a portion of development of the Middle Rio Grande Endangered Species Collaborative Program FY08-FY09 Report. [Link](#)
- Performed data entry, supported analysis for evaluation of NM Higher Education Department GEAR UP Program, Department of Health Santa Fe Prescription Trails Program.
- Provided event logistics for the Institute of Electrical and Electronics Engineers's 34th Review of the Atmospheric Transmission Models Meeting, including budgeting, scheduling, staffing, and design and development of technical solutions and creative media.
- Editor of *It Takes Work To Be Happy: Tales, Tips, & Testimonies* by Terri Giron-Gordon. [Link](#)

**Water Resources Program, UNM, *Research Assistant*, 2014 – 2015**

Teaching Assistant for WR 572 “Models”

- Guided and troubleshot use of system dynamics modeling ([PowerSim](#)).
- Tutored and graded homework assignments involving surface water, groundwater, and economic numerical and conceptual models.

Other Tasks

- Research of funding and governance mechanisms for watershed restoration in New Mexico.
- Revisions and updates to the Water Resources Program website.
- Informal mentoring and advising for students in the Water Resources Program.

**Kaplan Test Prep and Admissions, Amherst, MA and Albuquerque, NM, *Student Advisor*, 2006 – 2010**

Selected Responsibilities

- Replied to student inquiries regarding program rules and procedures.
- Coordinated facility maintenance, supplies, test and class scheduling, and on-site technology.
- Advised and counseled students regarding products that are offered, and used consultative selling to guide new students to the appropriate program.
- Answered phones and made outbound service/sales calls (in-person, phone, e-mail, automated Customer Relationship Management (CRM) messages).

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### • Education

**University of New Mexico, Albuquerque, NM, Dual Masters of Water Resources and Public Administration (Fall 2015), Current GPA: 4.12**

**University of Massachusetts, Amherst, MA, B.S., Natural Resource Studies (2009)**

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### Training and Certifications

**University of New Mexico, Continuing Education, Albuquerque, NM, Negotiation and Conflict Resolution Certificate (2014), 40 Hours**

**Workability, Albuquerque, NM, Basic Mediation Training (2014), 40 Hours**

**University of New Mexico, Academic Integrity & Research Ethics, Albuquerque, NM, Certification in Responsible Conduct of Research (1/9/2015; 4 years)**

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### Publications

Giron-Gordon, T. (2012). *It Takes Work To Be Happy: Tales, Tips, & Testimonies*.  
E. McCorkindale (Ed.). Albuquerque, NM: GenQuest.