

Jan W. Whiteley, SPHR
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(703) 915-4701

AT YOUR SERVICE...

...Specialized experience, portable skills, and a 35 year track record of innovation and diligence in the public and private sectors.

What needs do you have in the business writing and editing area, including proposal generation?

How can my skills in training design, development, delivery, and evaluation assist you?

I provide:

- Innovative services in brainstorming, content generation, and messaging.
- High-quality products on time and within budget.
- Exceptional planning and visioning services.
- Customized writing services that showcase your value and uniqueness.
- Peace of mind on high-visibility projects.

Recent Employment History

Jan W. Whiteley Business Writing, LLC	President	5/15 – Present
Booz Allen Hamilton	Associate	1/99 – 5/15

Notable Recent Accomplishments

- Created and edited hard-hitting website content for diverse clients in the small business sector.
- Researched, architected, and wrote materials for an online Supervisor Resource Center.
- Designed and developed materials for a multi-month, immersive entry-level analytic training curriculum.

Professional Certifications

Senior Professional in Human Resources, HR Certification Institute
Kirkpatrick Certified Professional, Bronze Level

Professional Memberships

Society for Human Resource Management
Greater Reston Chamber of Commerce
Dulles Regional Chamber of Commerce

Formal Education

M.S.	Education	Eastern Illinois University	1981
B.A.	Music Theory/History	UC Santa Barbara	1976

Clearance

TS/SCI/CI Poly (debriefed 5/15/15)

Project details available upon request.