

SARA BARKER

202.553.2770

mail@sarabarker.com | www.sarabarker.com

SUMMARY

I have over fifteen years of experience as a communications professional and hold an active TS/SCI clearance through DoD. Presently I am a Supervisory Communications Specialist and manage an eight-person communications team at the National Geospatial-Intelligence Agency (NGA). In this role, I provide direct strategic communications guidance to a government client, who is responsible for NGA's efforts to improve both internal and external customer relations. I am a confident self-starter and excel in the agency's fast-paced environment, delivering quick responses while anticipating organizational and leadership needs. I continuously demonstrate a record of success in providing guidance on the internal and external communications needs of large-scale programs. Finally, I consistently attain positive results by forging constructive relationships with stakeholders at all levels.

EXPERIENCE

InTec, LLC.

06/2014 – Present

Supervisory Communications Specialist

Supervising a team of eight communications contractors using my 15 years of communications experience, covering public affairs, strategic communications, journalism, speech writing, technical writing, editing, and media relations. Providing strategic communications consulting to a government client, who leads the agency's communications efforts to reach internal and external customers.

- Accomplishments include: Leading three agency-wide communication campaigns, including NGA Director's Consequence Challenge, designed to instill a customer-centric culture in the workforce; writing scripts and talking points for NGA Director and NGA Deputy Director for motivational videos featured throughout the agency; writing a cover story for *The Pathfinder*, NGA's quarterly unclassified magazine.

Creative Computing Solutions, Inc.

11/2010 – 06/2014

Communications Team Lead

Supervised and provided primary strategic communications support to DHS project managers and IT engineers. Created effective technical communications, including user guides and notifications. Wrote weekly status reports for senior-level federal executives. Trained IT engineers on the communications process of the DHS HQ infrastructure change and control board.

- Accomplishments include creating and implementing a communications plan for the Department's transition to the use of personal identity verification (PIV) cards for network access. Awarded DHS certificate of recognition for this contribution:

American Intellectual Property Law Association

09/2009 – 11/2010

Manager of Communications and Marketing

Led key communications efforts to reach both the media and the association's 16,000 members. Forged beneficial relationships with key members of the press and association stakeholders. Wrote press releases and talking points for press interviews for association executives. Managed the production of web, electronic, and print publications. Created and managed the content and design of marketing and event materials. Edited the association's quarterly magazine and proofed its academic journal.

- Accomplishments include successfully booking, and writing talking points for, key interviews between association leadership and members of the press to ensure communication to the public of the association's position on Supreme Court cases; creating a strategic marketing plan targeting lapsed members.

Women's Foreign Policy Group 09/2007 – 09/2009
Director of Communications and Development

Provided key communications services, including media outreach and website management. Created content for web, electronic, and print publications. Designed print materials for major events with foreign policy leaders, including Secretary of State Condoleezza Rice. Wrote press releases and coordinated press interviews and attendance to events. Supervised communications interns. Accomplishments include editing the nonprofit's conference report, *The Faces of Contemporary Islam: Fresh Perspectives on Theory, Practice, and Foreign Policy*.

McKinsey & Company 03/2006 – 01/2009
Freelance Editor

Researched and annotated client engagement reports based on transcripts of interviews with subject matter experts.

Oddcast, Inc. 04/2005 – 02/2006
Freelance Technical Writer

Wrote and edited user manuals (see portfolio at www.sarabarker.com).

Bond Street Group 03/2006 – 08/2007
EDGAR Operator

Created SEC filings using Electronic Data Gathering, Analysis & Retrieval (EDGAR) for AXA Financial, Vintage Filings, and the law firm, Cadwalader, Wickersham & Taft LLP.

Altria Corporate Headquarters 09/2004 – 07/2005
Assistant to Vice President, External Communications (Contractor)

Edited speeches and executive correspondence.

Altria Government Affairs Office 07/2003 – 08/2004
Office Assistant (Contractor)

Edited reports on budget and assisted in coordination of events with members of Congress.

Fannie Mae 07/2000 – 10/2002
Technical Writer (Contractor)

Wrote summaries of technical documents. Created and maintained online library of technical documentation. Edited memos and presentations.

College Connections 07/1999 – 06/2000
Communications Associate

Edited newsletters and planned events for various university alumni organizations.

Cato Institute 11/1998– 06/1999
Public Affairs Assistant

Edited op-ed articles. Communicated upcoming events and publications to the media.

SECURITY CLEARANCE

TS/SCI, Active, DOD & DHS 2014

EDUCATION

Bachelor of Arts, Philosophy and History of Math & Science, St. John's College, 1998

INDEPENDENT COURSEWORK

- Professional Certificate Program in Technical Communication, American University of Paris, 2003
- Microeconomic Principles (Economics 103), George Mason University, 1999

AWARDS

- Two 2014 InTec employee awards for excellence in delivering strategic communications to federal client
- 2014 Teamwork Award from DHS HQ IT Services Office in recognition of exceptional teamwork and significant contributions to the Personal Identity Verification initiative
- 2011 Team of the Year: Communications, DHS HQ IT-Network Operations Virtual Alliance Contract, CCSi

CERTIFICATIONS

- Certified Professional Technical Communicator–Expert, Society for Technical Communication, 2014
- IT Infrastructure Library (ITIL) v.3 (Foundation Certificate in IT Service Management), 07/2012

SKILLS

MS Office Suite, MS Publisher, MS SharePoint (user), MS Visio, Dreamweaver, Acrobat, Adobe Creative Suite, Photoshop

PROFESSIONAL AFFILIATIONS

Society for Technical Communication, American Medical Writers Association

PUBLICATIONS

- Barker, Sara. [“The Lens of Consequence”](#) NGA Pathfinder Magazine. February 2015
Description: Cover article of quarterly NGA Pathfinder magazine detailing the new agency director's call to the workforce to view NGA mission accomplishments through the lens of their customers' success.
- Barker, Sara. [“Can We Talk”](#) Pathfinder Magazine. June 2015
Description: Article detailing NGA's “Lead with your Customer” conversation series, which aims to connect the dots that lead from leadership excellence to employee engagement and from employee engagement to customer centricity and customer consequence?—?a process that the most renowned public and private sector organizations consider their secret to long-term success.
- Barker, Sara. [“A Sense of Play”](#) University of Maryland, Baltimore County Magazine. Summer 2013
Description: Alumna profile
- Barker, Sara. [“Singing Softly”](#) University of Maryland, Baltimore County Magazine. Winter 2013
Description: Alumnus profile

VOLUNTEER EXPERIENCE

Young Professionals in Foreign Policy

08/2009 – 08/2011

Director of Grants

Responsibilities included forging and maintaining relationships with YFPF sponsors; researching potential grant-makers and developing and maintaining a spreadsheet of sponsorship opportunities.

Specific successes include:

- W.P. Carey Foundation grant for the 2011 YFPF Distinguished Speakers Series
- US Mission to the EU funding for YFPF's participation in the 2010 Transatlantic Partnership Initiative (TPI)

Chair, Gender in Foreign Policy Discussion Group (08/2008 – 08/2009)

Moderated monthly meetings and organized speaker events. Successes include moderating and coordinating speakers for the Microfinance breakout session of YFPF's *The Future of Global Engagement* conference held at the U.S. Chamber of Commerce in March 2009.