

Wendy W. Snodgrass

P.O. Box 3582. Hayden, ID. 83835 • Wendy@LearningLifeCo.org • www.GITG.org • (208) 964-6399

OBJECTIVE: To be a meaningful entrepreneur, writer & mentor.

Learning Life Company. 2005 – Present

Founder / Creator/ Author/ Executive Director

- Created in depth, community outreach program to teach life skills to young adults.
- Writes curriculum, marketing & business plans, grants and all associated materials to date.
- Incorporated as nonprofit and recruited brilliant Board of Directors, March 2012
- 501(c)(3) status pending
- Currently examining interns, volunteers and employees
- www.GITG.org

The DeLucia Script. 2002 – 2010 (Open for select projects - present)

Sole Proprietor / Writer

- Managed administrative, marketing, advertising and public relation duties.
- Provided: writing, editing, consulting & design for clients (*promotional, technical & creative*).
- Please see website, client list and portfolio for more details. www.DeLuciaScript.com
- New 2013: **Write-with-Wendy Writing Workshops:** <http://write-with-wendy.tumblr.com/>

Barrett's Bears. 2009 – Present

Author/ Editor/ Publisher/ Marketing & PR Manager

- Created this children's book series: www.BarrettsBears.com or www.BarrettsBears.wordpress.com
- Manage marketing, PR and continuing plans for series.
- 2013 – Touring Author with Get Lit! (part of Eastern Washington University). Visits elementary schools to read and offer writing workshops.

Letters Between Us. 2003 - Present

Author/ Editor/ Marketing & PR Manager

- Co-Authored, edited and promoting this Mother Daughter Book.

Siku Construction, LLC. Subsidiary of Harpoon Construction out of Anchorage. 2010. Spokane, WA

District Business Manager – HIRED AS TEMPORARY/ QUARTERLY POSITION

- Opened Spokane Valley, WA Branch Office
- Applied, filed, and followed WA state regulations
- Applied, filed, followed Small Business Administration's regulations "minority business with "8-A status"
- Researched, designed and instigated strategic marketing goals.
- Learned and followed national guidelines for spending and filing stimulus monies: American Recovery and Reinvestment Act (ARRA)
- Studied US General Services Administration (GSA) & contracting to the military/ DOD
- Attended city and SBA workshops for marketing to the federal government

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Washington State University. Office of Grant Research and Development

Grant Coordinator 2005. Pullman, WA

- Guided WSU faculty through grant submission process
- Managed grant applications in route from faculty to national granting agencies
- Liaison between granting agency's payments and WSU accounting department
- Monitored time sensitive contract terms & conditions
- Worked closely with IT department for website and database issues
- Responsible for upper level office tasks
- (Left within a year *only* to relocate and start a family)

Additional Work Experience

2004-2005 **KHTR & Border 104** – Advertising Sales & Copy

2003-2004 **Lupo's Canine Companions** - Owner
(Intention to earn money while setting up The DeLucia Script)

2000 thru 2001 **Ride-Away Handicap** - Accounting Department (NH)

1996-1999 **ABC Model/Talent: Kids & Teens** – Admin, Sales, Agent, almost-franchisee

1995-1996 **Seafirst Bank** – Teller (WA)

Education

Southern New Hampshire University, Bachelor of Science, Small Business Management

Community: see more at <http://www.gitg.org/#!we-get-in-the-game-too/cilt>

- Coeur d'Alene Chamber of Commerce (2008 – present)
- Coeur d'Alene Chamber Education Sub-Committee
- Get \$mart Idaho – Financial Literacy Coalition (2011 –present)
- Get \$mart Idaho – Education Sub-Committee
- Youth Employment Council for *Project Safe Place*, by Volunteers of America E. WA & N. ID (2012-Present)
- Member of Kootenai Alliance for Children and Families (2012-Present)
- Volunteer for Difference for a Day, San Diego (2003 – 2004)
- San Diego Chamber of Commerce, Small Business Alliance (2003 -2004)
- International Association of Business Communicators, WA DC (2002)
- Big Brothers Big Sisters – Volunteer (2001)
- Humane Society – Volunteer (2001 and 2013)

Family & Interests

- Husband, 4 year old son, Newfoundland dog
- Writing, kickboxing, boating, coloring with son, organizing, being offline and much more!

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