



Andrew Zeiser

375 Caliente Street
Reno, Nevada 89509

Tel: 775.786.1328

e-mail: andrew@azconsulting.us

Fax: 775.786.9796

web: www.azconsulting.us

WHAT I DO:

Writing and Editing:

- Grant writing focused on human services.
- Technical writing for manuals, policies, procedures, and reference materials.
- Copywriting for websites, marketing, and corporate communications.
- Data analysis and research for statistical reports, white papers, and position statements.
- Detailed editing focused content development and structural improvement.

Exemplary Outcomes: For the Nevada Division of Mental Health and Developmental Services, I was the primary grant writer and assisted with grant management for the Community Mental Health Services Block Grant from 1999 – 2008. I wrote the grant application annually, averaging over 200 pages, supplemented with grant modifications and detailed implementation reporting. I helped to successfully defend the grant during annual grant reviews, with no modifications required for eight out of ten years. The grant grew from \$1.6 million in 1999 to \$3.6 million in 2008.

Technology Consulting:

- Development and instruction of technology training classes for public and private agencies.
- Specialized software training for Microsoft Office Suite including all major applications.
- Complex word processing and spreadsheet development.
- System purchasing and installation; hardware and software configuration; troubleshooting.
- Home and small business network administration, including Ethernet and wireless LANs.

Exemplary Outcomes: For the Washoe County Library System, I was the lead curriculum designer, educational materials writer, and instructor for a six-month series of technology training classes offered to the general public. I developed customized materials for 14 different classes covering a range of hardware, software, general use, and advanced application topics. My partner instructor and I educated a total of 782 students during the project period.

Project Management:

- Process improvement, workflow management, logistics, communication, and meeting facilitation.
- Information processing, data analysis, reporting, budgeting, and accounting.
- Grants management and administration, compliance review, and implementation reporting.
- Developing requests for proposals (RFPs), proposal evaluation, and grant award processes.
- Specialized services in government and nonprofit sectors.

Exemplary Outcomes: For three years, I helped manage the entire grant application, review, and award process for Nevada Community Connections, which distributed over \$1 million annually for child abuse and neglect prevention. For two years, I have served as a writer for the federal Center for Mental Health Services to develop the public records of the national consultative grant review process. For 10 years, I have convened and helped facilitate regular meetings of six different statewide oversight boards for the State of Nevada, in compliance with the State's Open Meeting Law. This work has included a broad range of logistics, communication management, research, reporting, administration, and intensive networking. I help connect people and workflows to accomplish State and federally mandated outcomes in a variety of areas.

PROFESSIONAL EXPERIENCE:

AZ CONSULTING

Consultant: 1999 to present

Major Clients:

CDR Administrative Team

Children's Justice Act Task Force

Division of Child and Family Services

Regional Partnership Grant

CDR Executive Committee

Citizen Review Panel

Mental Health Planning Advisory Council

Washoe County Library System

Through my consulting business, I provide a range of services as outlined above. I seek to develop mutually beneficial relationships with clients so that their specific goals are met by providing excellent written and verbal communication, working effectively with people, and generating quality outcomes. I believe in being respectful and professional, and focusing on meaningful results.

PCS WORLD

Technical Administrator: 1997 to 1999

At PCS World, I completed research, writing, editing, design, layout, and production of technical proposals for large-scale telecommunications installations that generated the company's primary revenue streams. I assisted with network administration at corporate headquarters, including management of all PC-based hardware and software, and extensive troubleshooting. I developed a custom Excel spreadsheet to track over \$200,000 in disputed merchant transactions to assist with revenue recovery. I also provided detailed staff training in the use of operating system and application software.

SIERRA NEVADA COMMUNITY ACCESS TELEVISION (SNCAT)

Administrative Assistant, Programming Director: 1995 to 1997

As the Programming Director, I was responsible for ensuring public access television broadcast content on a 24/7 basis. This included working with public producers to obtain television programs, management of the organization's video library, and daily programming of broadcast equipment. I also completed weekly publishing of the SNCAT Program Guide including design, layout, writing, editing, and distribution. I assisted with periodic publishing of a newsletter, press releases, and annual reports. I worked to resolve producer and viewer debates related to community standards vs. rights of expression. I provided detailed staff training in the use of operating system and application software.

As the Administrative Assistant, I worked directly with the Executive Director to complete extensive correspondence and communications. I assisted with A/P and A/R, including the design and implementation of a new invoice format and tracking system. I drove efforts to rework the organization's print assets including re-designing the SNCAT Program Guide and assisting with improving annual reports. I completed daily scheduling of edit rooms, the production studio, and equipment for users through custom MS Access database.

EDUCATION:

UNIVERSITY OF NEVADA, RENO

BA in Psychology, 1995 • Wilton Herz Gold Medal Recipient

PERSONAL REFERENCES:

Mr. John Andrews
775.322.5963

Ms. Jennifer Cole
775.624.1097

Ms. Susanne Moyle
775.851.9549
