

Jane M. Reneau
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Education

University of Alabama in Huntsville Masters of Arts Degree in Public Affairs	01/2009 – Present
University of Alabama in Huntsville TESOL (Teaching English to Speakers of Other Languages) Certification	01/2005 – 5/2007
Auburn University - Auburn, Alabama Bachelor of Arts in English	09/1999 - 12/2001
Gulf Coast Community College - Panama City, Florida Associate of Arts	08/1997 - 05/1999

Work Experience

Jacobs ESTS – Huntsville, AL <i>Project Coordinator</i>	5/2008-Present
<ul style="list-style-type: none">• Compile and edit weekly and monthly status charts for the Upper Stage Systems Engineering Group at the Marshall Space Flight Center.• Plan and coordinate meetings for Upper Stage Project Leads and assist in the facilitation of Reviews and Board meetings, writing agendas and invitations, reserving locations, and recording minutes and actions for distribution.• Review and edit various Systems Engineering requirements documents and design review presentations for grammar and consistency.• Work with web tools such as the Integrated Collaborative Environment (ICE), and The Design and Data Management System (DDMS), loading documents and presentations, and assisting others in gaining access as needed.• Manage Upper Stage Risks within the Risk Management database and update changes to these risks as they occur.• Proficiently use tools such as Microsoft word, Power point, Excel, and Project in completing assigned tasks.• Write articles for the Jacobs ESTS Contract Newsletter, interviewing engineers on their NASA projects and editing the articles of other writers.	
Space Science Solutions, Inc. – Huntsville, AL <i>Project Coordinator</i>	06/2006 – 4/2008
<ul style="list-style-type: none">• Plan and coordinate offsite meetings for the NASA Software and Avionics Integration Office (SAVIO).• Facilitate meetings with Project Management/Business Support counterparts within SAVIO to ensure timely completion of tasks and to maintain integration between teams.• Maintain staff metrics to reflect organizational changes within SAVIO.• Plan events, training, conferences, and luncheons for groups within NASA, and work with hotel contracts to provide required capabilities and catering.• Coordinate and manage employee records, tasks and actions to ensure customer satisfaction with Space Science Solutions, Inc.• Provide text and editing for the Space Science Solutions, Inc. website.• Compile and edit weekly activity reports and review packages for the Modeling and Simulation Branch at Marshall Space Flight Center and their counterparts at the Johnson Space Flight Center.• Manage web tools such as the Sharepoint wiki sites, the Integrated Collaborative Environment (ICE) and Windchill to allow members of SAVIO at different NASA centers to view documents, presentations, actions, calendars, minutes and upcoming meetings.• Assist SAVIO staff in gaining access to necessary web tools.• Create and maintain team rosters, organization charts, team calendars, and distribution lists.• Train new Space Science Solutions, Inc. employees on policies and procedures within the company.	

University of Alabama in Huntsville – Huntsville, AL

05/2007 – 08/2007

ESL Instructor

- Teach ESL 102-01, Listening and Speaking, to non-native English speakers at the University of Alabama in Huntsville.
- Prepare syllabi and lesson plans for classes.
- Grade and evaluate aural and oral English speaking skills
- Work with students on pronunciation skills using web-based instruction.
- Assist with diagnostic testing for international students seeking admission to the University of Alabama in Huntsville.

Mainthia Technologies Inc. - Huntsville, AL

09/2003 – 06/2006

Technical Coordinator

- Work with a team of historians to compose a history of the Microgravity Project at Marshall Space Flight Center.
- Research and compile Microgravity files, interviews, records and weekly status meetings.
- Submit weekly staff reports to NASA Headquarters: 1) Human Health and Performance office and 2) Life Support and Habitation office. Obtain, analyze, and validate submissions across the Division; draft submission to Headquarters for management review; prepare and submit final submission.
- Submit weekly staff report to the Exploration Systems Mission Directorate point-of-contact at Marshall Space Flight Center.
- Review and edit official office correspondence for clarity, grammar and style.
- Analyze strengths and weaknesses of current practice, research alternatives, recommend candidate improvements, and implement improvements. Process improvement includes official correspondence, communications, personnel filing system, internal filing system, travel authorizations and vouchers, document retention, and handling of sensitive materials and information.
- Ensure management meets monthly safety metrics. Manage and coordinate safety walk-through schedule and participants.
- Schedule speakers for monthly safety meeting and coordinate briefing materials.
- Document safety-related activity in SHE system.

Hubei Agricultural College - Jingzhou City, Hubei, People's Republic of China

02/2002 - 01/2003

English and Writing teacher

- Taught Oral English and Writing to college sophomores, juniors and seniors. Successfully communicated with students in which English was a rarely used second language.
- Responsible for developing lesson plans, class lectures, homework assignments and exams.
- LECTURED English department staff on the organization of lesson plans and creating an effective class structure.
- Provided instruction on presenting American culture and tradition.
- Wrote articles for the school newspaper, assisted in writing a school play and organized radio programming.

Volunteer Experience

Event Magazine

06/2008 – 08/2008

Freelance Writer

- Write articles on events taking place in the Huntsville/Madison area.

Marathon Mountain 5K Trail Run

01/2008 – 03/2008

Race Director

- Plan and direct the Inaugural Marathon Mountain 5K Trail Run and 1 Mile Fun Run in Fayetteville, TN.
- Create brochure, organize sponsor information and participant registration.

Inner City Mentor Program, SOAR – Huntsville, Alabama

01/2008- 1/2009

Mentor

- Act as mentor and life coach to middle school and high school girls at the Inner City Church.