

Laurie Webb Varma
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Early career programs specialist with responsibility to manage programs benefiting fellows, postdocs, and early career staff at Oak Ridge National Laboratory. Also support lab diversity, equity, and inclusion initiatives. With 15 years of editing, writing, and internal communications, I deliver strong corporate documents; have written on science topics including exascale computing, quantum information science, geospatial intelligence, and environmental science and education; and have supported internal communications for human resources, diversity office, and information technology functions. Work experience includes woman-owned and minority-owned businesses; project, program, and staff management; and website administration. Held a Q clearance, 2019-2021 (eligible to be reinstated). Active volunteer in my community for more than 10 years.

Education

Master of Arts in Communication, University of Tennessee, Knoxville, College of Communication, specialization in science/health communication

Bachelor of Science in Journalism, University of Maryland at College Park, College of Journalism, specialization in public relations with minor in employee relations

Experience

Oak Ridge National Laboratory, Office of Research Excellence, Oak Ridge, TN

Early Career Programs Specialist (January 2023 to present)

- Help design, implement, and evaluate professional development programs to benefit ORNL fellowship program participants, postdocs, and other early career staff
- Support the Oak Ridge Postdoctoral Association Executive Committee with business and communications planning and implementation
- Facilitate Nature Masterclasses training option
- Manage Your Science in a Nutshell competition
- Manage program evaluation, including data collection/analysis and metrics reporting
- Collaborate with laboratory stakeholders to develop early career program policies and procedures
- Oversee websites related to ORNL resources for early career staff advancement
- Represent ORE and ORNL at workshops, seminars, and working groups

Oak Ridge National Laboratory, Communications Division, Oak Ridge, TN

Technical Writer/Editor (June 2017 to present)

- For Neutron Sciences Directorate, manage production process for and edit reports at the directorate, laboratory, and federal levels. Provide writing assistance as requested.
- For *ORNL Review* regular section, copyedit articles. For technical section, manage editorial and public information review processes; assist scientists on Editorial Board with organizational tasks.
- As part of the central team, edit reports and journal articles, and develop high-design documents requiring coordination with graphic artists. Have written technical report sections and fact sheet content. Main customers have included National Security Sciences Directorate and Radioisotope Science and Technology Division.

- Collaborated with researchers in the Geospatial Science and Human Security Division on a book chapter on data pipelines for geospatial intelligence. Wrote nontechnical sections, edited technical sections, and managed production and submission processes.
- Wrote scientific journal article summaries for Exascale Computing Project–funded research.
- Assisted Office of Research Excellence with communications, writing, and editing tasks. Developed external awards nomination packages, developed and coordinated communications for events and programs, developed website entries and high-design fact sheets for new Distinguished Staff Fellows, and drafted and reviewed correspondence delivered by the director.
- Assisted Public Release Services and Research Library with writing, editing, and communications tasks and website administration. Also assisted Technology Transfer Office and Diversity and International Office.
- Interviewed scientists and wrote several publicly released news stories and profiles. Articles on quantum science research and natural language processing, user facilities, and historical efforts by researchers to strengthen LGBTQIA+ presence on campus.
- Held Q clearance, 2019–2021 (eligible to reactivate).

[University of Alabama Press](#), Tuscaloosa, AL (February 2018 to February 2019)

[University of Tennessee Press](#), Knoxville, TN (May 2015 to May 2018)

Freelance Book Editor

- Edited book manuscripts, attending to style, voice, readability, and consistency, as well as grammar, spelling, and punctuation. Regional history topics.

[Oak Ridge National Laboratory, ITER Project](#), Oak Ridge, TN

Technical Writer/Editor (December 2016 to June 2017 [layoff])

- Wrote documentation for an international fusion power demonstration project and edited reports.
- Assisted with development of a report template to be shared among Oak Ridge–based US ITER workgroups; wrote first report of its kind among workgroups.

[EnSafe Inc.](#), Knoxville, TN

Technical Editor/Writer (June 2015 to March 2017)

- Wrote and designed feature-style project summaries for company intranet and outward-facing news releases.
- Performed editing and formatting duties for project-related reports, technical proposals, and corporate materials including *Employee Handbook* and *Code of Ethics*.
- Assisted Business Development team by preparing corporate résumés and populating cloud-based project and personnel management platform.

[Waste Management Research and Education Institute](#), University of Tennessee, Knoxville

Newsletter Writer (October 1997 to May 1999)

- Interviewed environmental science and education researchers and wrote newspaper-style articles about their work for quarterly newsletter.
- Contributed article to quarterly newsletter produced for Great Smoky Mountains National Park.

[CSR Incorporated](#), Washington, DC

Editorial Director, Publications Department (March 1996 to April 1997)

For this woman-owned business:

- Supervised staff of editors and word processors to produce technical proposals and reports.
- Managed production schedule, interacting with research, graphics, and reproduction staff.
- Hired and trained editors; maintained a pool of freelance editors.

Also served as Editor (October 1994 to March 1996). Subjects related to energy programs, child health and education, substance abuse trends, and drug policy.

[DAE Corporation](#), Chevy Chase, MD

Editor (November 1992 to October 1994)

For this minority-owned business:

- Edited and designed multichapter scientific monographs on drug abuse research and self-guided coursebook on earthquake-related building codes.
- Handled direct communication with authors and scientific editors at customer agency.
- Performed editing, writing, and design tasks for proposals and corporate materials.

[Aspen Systems Corporation](#), Silver Spring, MD

Editor (January 1992 to November 1992)

- Edited and designed annual report for naval research facility that included articles on superconductor, radar, and propulsion sciences pertaining to navy vehicle development. Acted as liaison between company and customer agency, authors, graphic artists, and publishers.
- Edited proposal sections and technical documentation for a naval medical information management system.

Training

[Shipley Associates Proposal Writing](#) (September 2022)

Professional Membership

[Society for Technical Communication](#), member (January 2019 to December 2022); board secretary (August 2019 to March 2020)

Volunteer Positions of Note

[Eagle Rank Counselor](#) (August 2019 to March 2020), Boy Scout Troop 444, Farragut, TN. Assisted head counselor with reviewing Eagle rank documentation, advising Scouts on process.

[Merit Badge Counselor](#) (February 2016 to March 2020), Boy Scout Troop 444, Farragut, TN. Planned merit badge activities to assist groups of scouts to achieve merit badges.

[Secretary](#) (October 2010 to March 2014, October 2015 to October 2017), Rockwell Farm Homeowners Association, Farragut, TN. Handled organizational, management, and communication activities; produced neighborhood newsletter. Numerous additional tasks.

[Newsletter Editor](#) (August 2010 to May 2015), Farragut Intermediate School Parent Teacher Association, Farragut, TN. Collected content from administrators and Board members, edited, and designed monthly newsletter. Maintained newsletter work through five school years and changing administrations and PTA Boards.

[Science Lab Co-Chair](#) (August 2014 to May 2015), Farragut Intermediate School Parent Teacher Association, Farragut, TN. Supported success of parent-led, hands-on science lab program—12 labs per year in 46 classrooms. Managed

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scheduling and communication with school administrators, teachers, and parent volunteers. Ensured labs had adequate parent volunteer coverage. Included dissection lab that required coordination with local business and volunteers from the University of Tennessee, Knoxville, College of Veterinary Medicine.

[Media Liaison \(August 2013 to May 2014\)](#), Farragut High School FIRST Robotics Competition team, Farragut, TN. Developed contacts with local newspapers to suggest stories and place event advertisements for the team. Story idea sparked article in *Farragut News-Shopper*. Also for the team, wrote grant proposal sections.

[Class Reunion Coordinator \(2007, 2012\)](#), LaReine and Bishop McNamara High Schools, Forestville, MD. Checked contacts for ~300 classmates, scouted venues, coordinated entertainment and food, and maintained social media planning/information page.

[Auction Booklet Designer \(Spring 2009\)](#), Westside Unitarian Universalist Church, Farragut, TN. Collected content related to auction offerings, selected thematic artwork, and designed booklet for fundraising event. Included developing event decorations from a theme.

Numerous additional community and school-related volunteer positions, 2007 to 2020.

[References & Work Samples Available](#)