

STEPHEN BROOKS KNOWLTON, III, M.A., ABD

Perkasie, Pennsylvania

(215) 721-0138

sbk3@comcast.net

<https://linkedin.com/in/stephenbknowlton3>

VICE PRESIDENT / DIRECTOR

COMMUNICATIONS, MARKETING, PROPOSAL & BUSINESS DEVELOPMENT, WRITING/EDITING SERVICES

CAREER HIGHLIGHTS

- ✓ Marketing & proposal development leader with over 25 years of experience.
- ✓ Leadership role building healthcare company from start-up to \$40M in annual revenue.
- ✓ Produced marketing communications/proposals resulting in award of over \$425M in earnings.
- ✓ Increased enrollments by 283% & extended program revenues by five years through developing, marketing, and implementing an Office Applications Certificate Program for Penn State.
- ✓ Trained over 1,500 students through a variety of University-sponsored training programs.
- ✓ Developed & implemented all corporate office administrative elements for start-up company. Trained all staff on policies and practices.
- ✓ Increased productivity by over 175% and reduced overtime costs by 57% through implementing computerization, networking, and leading training initiatives.

CORE COMPETENCIES

- Communications (Internal & External)
- Writer / Editorial Services
- Staff Management / Development / Mentoring
- Team Building / Management
- Proposal Development
- Marketing & Business Development
- Instructor / Educator / Training Services
- Computer Applications [Microsoft, Adobe]

PROFESSIONAL EXPERIENCE

CORRECTIONAL MEDICAL CARE, INC., Blue Bell, Pennsylvania

Vice President (8+ years) / **Director/Consultant** (4 years) / **Director** (2 years)

- Marketing & Administrative lead that grew start-up company to \$40M in annual revenue.
- Directed & generated complex proposals resulting in over \$425M in revenue.
- Managed \$20M budgets and staff of up to 10 persons.
- As contributor & team leader, produced over 2,000 published documents.
- Directed all social media design and input, digital content, etc.
- Mentored staff on all aspects of business operations, contract requirements, and procedures.

PENNSYLVANIA STATE UNIVERSITY, ABINGTON COLLEGE, Abington, Pennsylvania

Adjunct Professor/Instructor [*part-time*] (18 years)

- Conceptualized, implemented, and taught a certificate program that increased enrollments by 283%. Extended program and revenues by at least five years.
- Trained over 1,500 students in Computer Office Applications.
- Created personalized training material [print & digital media] for all courses.

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PRISON HEALTH SERVICES, INC., Brentwood, Tennessee

Director/Senior Writer [telecommuter] (2 years)

- Directed & wrote proposals for complex healthcare services with total program value exceeding \$100M.
- Directed \$17M budget that facilitated effective transfer of contracts resulting from merger of Correctional Physician Services, Inc. into Prison Health Services, Inc.

CORRECTIONAL PHYSICIAN SERVICES, INC., Blue Bell, Pennsylvania

Director, Publications & Proposals

- Led production of marketing communications (including technical/price proposals, brochures, digital & print media material, business plans, and presentations, etc.) to build business.
- Managed and composed clinical manuals, procedures, corporate policies, contracts & all legal documentation / correspondence.

AYDIN CORPORATION, Horsham, Pennsylvania

Publications Manager

- Managed up to 20 communications / publications / pressroom staff.
- Installed, administered, & supervised a division-wide documentation network.
- Produced deliverable documents: proposals, manuals, training guides, & procedures.

VOLUNTEER

PHILADELPHIA AREA GREAT CAREERS GROUP. Philadelphia, Pennsylvania

Chapter Leader

- Montgomeryville Chapter. Moderate weekly support group meetings + special events.
- Ensure a compassionate and collaborative environment to encourage & support job seekers as they negotiate the challenges of their search & achieve their next success.

MONTGOMERY UNITED SOCCER CLUB, Lansdale, Pennsylvania

Chairman of the Board of Directors; President; Treasurer

- Volunteer positions responsible for overall management of a non-profit organization dedicated to the promotion of youth soccer & comprised of two paid employees and approximately 600 volunteers with a membership of 3,000 children.
- Responsible for fiscal management of a \$350,000 annual budget.
- Recipient, *President's Award for Dedication & Service* (2003)

EDUCATION

Saint Louis University, Saint Louis, Missouri

M.A., Ph.D. candidate [ABD], American Studies

Earlham College, Richmond, Indiana

B.A., American Studies

CERTIFICATIONS

- Crisis Communications
- Leadership Fundamentals
- Introducing InDesign
- Marketing Communications
- Leading Effectively
- WordPress Essential Training
- Grant Writing For Education
- Managing Experts
- Microsoft Word Tricks & Tips
- Six Sigma Foundations
- Excel Pivot Tables

CLEARANCE

Top Secret, U.S. Department of Defense [inactive]