

SANDRA J. OBERBROECKLING

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EMPLOYMENT SUMMARY

Department of Landscape Architecture, Iowa State University, Ames, Iowa
Project Manager (August 2000–present)

- Serves as project manager for Iowa Department of Transportation-sponsored transportation enhancement projects. Manages multiple project budgets under a General Services Agreement of \$950,000 per year. Monitors project expenditures and advises subcontractor on financial management issues to ensure compliance with the U.S. sponsoring agency's guidelines. Reviews invoices from subcontractor and private sector landscape architects.
- Coordinates hiring of student employees and interns. Develops position descriptions, conducts interviews, and administers skills tests to applicants. Processes professional service contracts with private sector landscape architects in accordance with university guidelines.
- Prepares all reports and activity schedules, including financial reports, for projects funded under the General Services Agreement in accordance with the Iowa Department of Transportation guidelines.
- Organizes training programs for student interns, field coordinators, and landscape architects related to the transportation enhancement programs. Develops displays and PowerPoint presentations to promote the programs to interns; client communities; university, DOT, and state officials; and other stakeholders.
- Coordinates and handles all logistical details and administrative duties associated with the transportation projects, as well as with other programs related to University Extension. Manages in-house production of reports to clients, including writing, editing, and publication design tasks.

Department of Food Science and Human Nutrition, Iowa State University, Ames, Iowa
Communications Specialist (February 1999–August 2000)

- Developed public relations materials for the Food Science and Human Nutrition Department, including the department alumni newsletter, brochures, and poster presentations.
- Prepared departmental annual reports, budget hearing reports, and other information as necessary. Ensured that departmental reports adhere to the guidelines of both the College of Agriculture and College of Family and Consumer Sciences (the department is administered jointly in two colleges).
- Published a monthly on-line newsletter that is distributed to department faculty, staff, and graduate students.
- Acted as communications liaison to other offices and departments on campus.
- Provided administrative support to departmental committees.
- Maintained and updated department homepage.

Center for Agricultural and Rural Development (CARD), Iowa State University, Ames, Iowa
Program Coordinator, International Projects (January 1998–January 1999)
Program Assistant, International Projects (July 1992–January 1998)

- Served as assistant project manager for a USAID-sponsored agricultural policy project in

Ukraine. Developed and managed a complex project budget involving two separate accounts and multiple subcontracts in accordance with the U.S. sponsor's guidelines. Monitored project expenditures both on- and off-campus to ensure compliance with the U.S. sponsoring agency's guidelines.

- Served as assistant project manager for an EPA-sponsored water quality management project in Russia from July 1994–December 1997. Developed and managed project budget in accordance with the U.S. sponsor's guidelines. Ensured that all project activities and expenditures fall within the guidelines of the agreement with the U.S. sponsor.
- Acted as principal contact for the sponsoring agencies of the water quality management and the agricultural policy projects. Prepared all reports and activity schedules, including financial reports, for both projects in accordance with sponsoring agencies' guidelines.
- Coordinated and handled all logistical details and administrative duties associated with both projects and with international visitors. Coordinated all travel and visa arrangements for U.S. project personnel to and from Russia and Ukraine and for Russian and Ukrainian project personnel and government officials to and from the United States.
- Acted as principal language, cultural, and liaison officer for CARD visiting scholars and dignitaries from the Former Soviet Union and other countries. Developed and implemented training programs for visitors in cooperation with various federal funding agencies, such as the International Research and Exchanges Board (IREX), the U.S. Agency for International Development (USAID), and the Academy for Educational Development (AED).
- Translated a variety of documents from Russian to English and prepares written correspondence in Russian for the CARD director.

EDUCATION

Master of Arts in English (August 1996) Iowa State University, Ames, Iowa
Emphases: Business and Technical Communication, Russian language

Intensive Russian Language School (June 10–August 13, 1994) Middlebury College, VT

Bachelor of Arts (May 1988) Iowa State University, Ames, Iowa
Major: Journalism and Mass Communication

Graduate of Cryptological Technician Communications (February 1986)
Naval Technical Training School, Pensacola Florida

CONTINUING EDUCATION

12+ Supervisory Leadership Program (June 2003)
Iowa State University Training and Development

AWARDS

1999 College of Agriculture Professional and Scientific Award for Achievement and Service.

SERVICE

Co-chair of the 2004 United Way Campaign for the College of Design.

Reader for the Iowa State University Books on Tape Program, 2001–present.

Volunteer for the Iowa Special Olympics, 1992–1997.