

## **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.

#### **Parks Library, Iowa State University, Ames, Iowa**

##### **Library Assistant** (July 1990–July 1992)

- Checked in and prepared new library materials for shelving, resolved problems involving lost or uncataloged materials, assisted patrons at the serials information window, and created computer item records for materials.

#### **United States Naval Reserve**

##### **Cryptologic Technician Operator** (August 1985–August 1993)

- Operated a variety of computerized communications systems, developed and presented periodic training courses, and conducted office administration duties such as data entry, filing, and routine reporting. Held a Top Secret Sensitive Information clearance.

## EDUCATION

#### **Master of Arts in English** (August 1996)

Iowa State University, Ames, Iowa

Emphases: Business and Technical Communication, Russian language

GPA: 3.97

#### **Intensive Russian Language School** (June 10–August 13, 1994)

Middlebury College, Middlebury Vermont

#### **Bachelor of Arts** (May 1988)

Iowa State University, Ames, Iowa

Major: Journalism and Mass Communication

Minors: English and Sociology

GPA: 3.32

Honors: State of Iowa Scholar (1983–85), High Scholarship Student (1983–84), Iowa State

University Honors Student (1983–85), Dean's List (1983–84)

**Graduate of Cryptological Technician Communications** (February 1986)

Naval Technical Training School, Pensacola Florida

Honors: Honor Graduate

#### CONTINUING EDUCATION

**12+ Supervisory Leadership Program** (June 2003)

Iowa State University Training and Development

#### SKILLS

##### **Computers**

Proficient on Word Perfect, Microsoft Word, Power Point and Excel programs on both DOS and Mac platforms. Familiar with graphics programs, including Adobe PageMaker, PhotoShop, and Illustrator. Experience in Web page management using Front Page.

##### **Communications and Relations**

Exceptional ability to communicate both verbally and through written reports and correspondence with people from various cultural backgrounds, including Eastern Europe, the former Soviet Union, China, and Japan.

##### **Language**

Knowledge of Russian language.

#### PUBLICATIONS/PRESENTATIONS

Co-presenter with Julia Badenhope of the poster, “Local Voices: Method of Participation in Corridor Design.” 83<sup>rd</sup> Annual Meeting of the Transportation Research Board. Washington, DC. January 11–15, 2004.

Author. *English-Russian, Russian-English Dictionary of Agricultural, Environmental, Legal and Supplementary Technical Terms*. Center for Agricultural and Rural Development: Ames, IA. July 1996.

Presented the paper, “‘Magnolia Flower’: A Preview of Hurston’s Thematic Expression. 7<sup>th</sup> Annual Zora Neale Hurston Festival of the Arts and Humanities. Eatonville, FL. January 25–28, 1996.

Co-presenter with Candace Strawn of the paper, “Using Gender to Examine Oral Communication in General and Professional Written Communication in Particular.” Iowa Council of Teachers of English and Language Arts Conference. Iowa State University. October 21, 1994.

Co-presenter with Michael Hassett and Candace Strawn. “From A Different Perspective: Examining Professional Written Communication through Gender Theory.” Association for Business Communication Midwest Convention. Cedar Rapids, IA. April 22–23, 1993.

#### 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.

REFERENCES

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