

STEVE ALTES

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CONTRACT POSITIONS (▶ = current positions)

95 - present

▶ **LRN** (Los Angeles, CA)

Develop web-based ethical and legal compliance training tutorials for Fortune 1000 companies on topics like legal privilege, product liability, competition law, health and safety, discrimination and harassment, and Sarbanes-Oxley compliance. Transform company Codes of Conduct into e-learning modules.

▶ **Scott & Co.** (Marina del Rey, CA)

Perform various corporate writing assignments for management and strategy consulting company.

▶ **Author and Speaker** (Washington, DC)

Author of two business advice books and sixty essays published in places such as the *Washington Post*, the *Los Angeles Times*, *Salon*, and *P.O.V.* Public speaker providing entertaining and informative speeches to companies, universities, and other organizations.

Voce (Beverly Hills, CA)

Contract recruiter for a start-up wireless phone company targeting affluent consumers with the highest quality service and personalized technical support. Full-cycle recruiting functions from sourcing, candidate development, interviews, all the way to salary offers.

Medtronic MiniMed (Northridge, CA)

Co-developed a 40-hour customer service training program for insulin pump product support specialists. Curriculum used interactive discussions and practical exercises to demonstrate how to promote sales through good customer service techniques.

Health Technology Center (San Francisco, CA)

Edited a technology forecast report and prepared a "clear communications" style guide for in-house writers.

Orbital Sciences Corporation (Dulles, VA)

Wrote a User's Guide for the Pegasus air-launched space booster, post-launch reports, Interface Control Documents, launch license applications for the Department of Transportation, Critical Design Review presentations, and new business proposals in response to RFPs.

Aurora Flight Sciences Corporation (Manassas, VA)

Met with Russian aerospace officials in Moscow and assessed the viability of a planned Russian-American experiment on stratospheric ozone depletion and evaluated the feasibility of using large Russian wind tunnels for full-scale aerodynamic tests of Aurora's Perseus unmanned scientific research aircraft. Wrote proposals for Small Business Innovation Research (SBIR) grants and other new business. Wrote their employee handbook.

Central Intelligence Agency (Langley, VA)

Acted in and narrated secret videos for CIA University, the CIA's career training organization for intelligence personnel.

Federal Bureau of Investigation (Quantico, VA)

Sharpened the street survival skills of new agents at Hogan's Alley, the FBI Academy's mock town, using paint guns and realistic role-playing scenarios such as kidnappings and bank robberies.

SALARIED POSITIONS

DIRECTOR, CORPORATE DEVELOPMENT

Arc Second, Inc (Reston, VA)

Aug 93 - Jun 95

Wrote a successful business plan that attracted capital for a now-thriving business. Established sales and marketing departments to sell laser-based, instantaneous 3-D position measurement systems used in construction, aerospace, shipbuilding, law enforcement, robotics, virtual reality, and other specialty markets.

POLICY ANALYST

Presidential Transition Office (Washington, DC)

Nov 92 - Feb 93

Member of the Presidential Transition Team. Evaluated technology policy proposals for the new administration. Assisted Dr. Sally Ride with programmatic review of NASA.

DIRECTOR, BUSINESS DEVELOPMENT

Aurora Flight Sciences Corporation (Manassas, VA)

Mar 92 - Nov 92

Raised \$1 million to expand a business which builds and operates unmanned, high-altitude aircraft used for global climate change research. Responsibilities included strategic planning, marketing, government relations, proposal writing, facility administration, financial management, and human resources. Supervised seven employees. Secured city approval for facility construction.

MANAGER, PROGRAM CONTROL

Orbital Sciences Corporation (Dulles, VA)

Jun 88 - Mar 92

Prepared program financial statements for the Pegasus air-launched space booster program, the world's first privately-developed space launch vehicle. Developed cost reduction strategies. Evaluated cost-benefit ratio of possible upgrades. Formulated business operations policy. Negotiated subcontracts. Managed activities to meet aggressive development schedule. Recruited, trained, and supervised four Program Controllers. Wrote successful cost proposals totaling \$500 million in new business. Developed objectives, work breakdown structure, and responsibility assignment matrices. Used Gantt charts and PERT charts to schedule and track project details. Managed performance by setting expectations, monitoring performance, and providing feedback.

POLICY ANALYST

U. S. Congress (Washington, DC)

May 87 - Jun 88

Assessed civilian and military space transportation options. Wrote congressional reports and testimony.

RESEARCH ASSOCIATE

Booz-Allen & Hamilton (Washington, DC)

May 85 - Sep 85

Wrote interview guide for determining Space Station Information System user requirements.

DEPUTY PROJECT MANAGER

Group Velocity (Cambridge, MA)

Jan 82 - Nov 83

Attempted to break the world land-speed record for a human-powered vehicle. While attending college full-time, raised funds for and helped build a five-person, forty-foot long, high technology "bicycle." Managed twenty volunteers. Vehicle placed third in world championships and was displayed in the Boston Museum of Science.

EDUCATION

MASSACHUSETTS INSTITUTE OF TECHNOLOGY (Cambridge, MA)

M.S., Technology and Public Policy

Jun 86

Master's thesis, "The Aerospace Plane: Technological Feasibility and Policy Implications," was the only college thesis in history ever reviewed by *The New York Review of Books* (Dec 86)

M.S., Aerospace Engineering

Jun 86

Rockwell International Graduate Fellow.

B.S., Aerospace Engineering

Jun 84

Researched space station assembly techniques using scuba gear and full-size underwater Space Shuttle mock-up. Member of MIT Judicial Committee and crew team. Founded MIT chapter of Sigma Gamma Tau, the national aerospace engineering honor society. Minored in Russian.

AWARDS

National Medal of Technology (the nation's highest award for engineering achievement) (1991)

National Air and Space Museum Trophy for Current Achievement in Aerospace (1990)

MIT Award for Best Graduate Thesis in Technology and Policy (1986)

American Institute of Aeronautics and Astronautics Award for Thesis Excellence (1984)

SECURITY CLEARANCE

Top Secret (inactive)