

Sarah Beams

SPECIALIZATIONS

- ♦ Strategic and executive communication
- ♦ English language arts, literature, and composition
- ♦ 8(a) and Small/Small Disadvantaged Business development
- ♦ Health communication, particularly military medicine and deployment health

EXPERIENCE

- ♦ **Freelance Communications Consultant and Academic Tutor**
Clients include The USAA Educational Foundation, Native Americans in Philanthropy, The National Native American Boarding School Healing Coalition, The Patient Institute, Evangelical Lutheran Church in America, Augsburg Fortress Publishers, and Oaks Indian Mission
August 1998 – Present
- ♦ **Analyst**
Medical Evaluation Board Tracking Office, Disability Evaluation System, US Army Medical Command, Office of the Surgeon General
July 2019 – Present
- ♦ **Communications Project Manager**
Air Force Medical Operations Agency/Air Force Medical Readiness Agency
March 2017 – July 2019
- ♦ **Business Development and Communications Manager**
Choctaw Global Staffing
January 2014 – February 2017
- ♦ **Communications Manager**
Air Force Deployment Health Program
August 2007 – January 2014
- ♦ **Business Development Specialist/Technical Writer**
Choctaw Management Services Enterprise, Frontline Systems, Aerotek
August 1998 – August 2007

EDUCATION

- ♦ Master of Science, health communication, Boston University (3.97)
- ♦ Graduate studies in English, 18 hours, University of Texas system (4.0)
- ♦ Bachelor of Arts, English studies, Texas Lutheran University (4.0 major courses)

SKILLS

- ♦ Exceptional oral communication, writing, editing, and graphic design skills
- ♦ Excellent interpersonal, leadership, critical thinking, analytical, and program/project management skills
- ♦ Broad technical proficiency in a wide range of software products, including the Microsoft Office Suite, Adobe tools, and SharePoint
- ♦ Full proficiency in a wide range of style manuals, including MLA, APA, AP, GPO, and Tongue & Quill
- ♦ Extensive working knowledge of the Uniform Contract Format and Federal Acquisition Regulations pertaining to 8(a) and Small/Small, Disadvantaged Businesses

AWARDS AND ACTIVITIES

- ♦ Award Coin for Outstanding Performance, Air Force Medical Operations Agency Commander
- ♦ Certificate of Appreciation for Service, Air Force Medical Operations Agency Commander
- ♦ Award Coin for Outstanding Performance and Customer Service, ERP International, LLC
- ♦ Star Performer Award, Woodbury Technologies, Inc.
- ♦ Presenter, Quality Systems Program Assessment Review Symposium
- ♦ Presenter, US Army Post-Deployment Health Reassessment Program Conference
- ♦ Planning Committee, Air Force Behavioral Health Optimization Program Conference
- ♦ Board of Directors, The Patient Institute
- ♦ Board of Directors, Texas Lutheran University Alumni Association
- ♦ English Major of the Year, Texas Lutheran University
- ♦ State Champion, UIL Literary Criticism

ENDORSEMENTS

- ♦ [Major General Robert I. Miller, MD](#)
Director, Medical Operations and Research, Office of the Air Force Surgeon General
- ♦ [Brigadier General James H. Dienst, OD](#)
Commander, 711th Human Performance Wing
- ♦ [Gregg Robinson](#)
Director of Operations, Choctaw Staffing Solutions