

Patricia A. Rice

President, Office Manager, and Technical Editor

Education

B.S., Biology (Chemistry minor), University of Texas at El Paso, 1982

M.S., Environmental Sciences, University of Texas at El Paso, 2005

Summary

Patricia Rice has 23 years of experience as a business owner, office manager, and technical editor. Her experiences involve serving as the SRT, Inc. business manager and as office manager for an independent environmental engineering consulting company. Responsibilities in these management positions included duties encompassing marketing, purchases, sales, accounts payable, accounts receivable, invoices, and payroll. She performed technical editing functions for environmental modeling studies and performance assessments for active and proposed nuclear repository sites. She currently serves as the SRT Inc. President and a member of the Board of Directors. She is director of the corporate business development activities; the SRT, Inc. office manager responsible for accounts payable, accounts receivable, invoices, and payroll; and technical editing.

Professional Highlights

- SRT, Inc. President and Board of Directors member; director of corporate business development activities including marketing and customer relations; office manager, including responsibilities for accounts payable, accounts receivable, invoices, and payroll; and technical editor for SRT, Inc. products and documentation.
- Office manager responsible for marketing, purchases, accounts payable, accounts receivable, invoices, and payroll.
- Technical editor for documents, reports, and other customer requested products; these products included environmental modeling studies, performance assessments for active and proposed nuclear repository sites, and papers describing this work.
- Owner, office manager, and operator responsible for marketing, sales, purchases, accounts payable, accounts receivable, invoices, and payroll.
- Administrative assistant for a civil engineering firm.

Summary of Work Experience

2002–Present	President, Director of Business Development, Office Manager, and Technical Editor for SRT, Inc.
1996–2002	Office Manager, Business Development, and Technical Editor
1986–1996	Owner and Operator, Independent Consultant
1983–1985	Administrative assistant
1981–1983	Office Manager