



Laurel Bowen

Ms. Bowen has 10 years of experience working with commercial businesses and federal agencies in the areas of project management, procedural analysis, and website and graphic design. Areas of specific expertise include business process analysis, technical writing and editing, website layout and design, Section 508 compliance, graphic illustration, website programming, layout and design of print publications, and video editing. Ms. Bowen has extensive experience using Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Designer, Adobe Acrobat Professional, Image Ready, Visio, Smart Draw, Macromedia Dreamweaver, Macromedia Flash, and Final Cut Pro.

- Bachelor of Science, Special Education/Elementary Education, East Tennessee State University
- Bachelor of Science, Chemistry, University of Tennessee

1997 – Present, Project Manager and Senior Analyst, TBC Solutions, Inc.

Ms. Bowen primarily serves as the Project Manager and technical lead for the Office of the Special Trustee for American Indians (OST) Fiduciary Trust Model (FTM) Interdependencies project. This project involves identification and illustration of complex interdependencies that exist between numerous FTM business activity standard operating procedures that are being re-engineered by the OST in coordination with the Bureau of Indian Affairs. The purpose of the Interdependencies is to relate handbook procedures to the FTM and ensure procedures adhere to regulations and guidance documents. A change control structure for the handbooks is also being developed as part of the Interdependencies project. Ms. Bowen conducts periodic meetings with Trust Reform Management personnel and the Contracting Officer's Technical Representative to obtain updates on the progress of various trust reform initiatives. Ms. Bowen directs and supervises all staff work activities related to the Interdependencies project.

Ms. Bowen serves as project manager with regard to designing and formatting both print and website publications. Ms. Bowen manages graphic designers, website designers, and layout specialists assigned to produce manuals, proposals, brochures, print advertisements, websites, videos, and DVDs. Ms. Bowen produces logos, cover pages, tables, flowcharts, forms, graphics, and illustrations for project deliverables. Ms. Bowen has designed websites for numerous clients including a national civil rights museum, supervised the design and layout of the Executive Summary of the U.S. Department of the Interior Fiscal Year 2005 Highlights Publication, supervised the design of national print publications including the Stone Industry News, and assisted with the layout and graphic design of the Bureau of Indian Affairs Fiscal Year 2006 Performance and Accountability Report.

