

# BRITTANY BALCOM

## CONTACT

brittany.balcom@gmail.com  
202-390-9733

## EDUCATION

### 3D Art

CG Master Academy,  
CG Spectrum College of Digital  
Art & Animation  
Ongoing

### Data Analytics

George Washington University  
Certificate | 2020

### Computer Science

Northern Virginia Community  
College  
Non-Degree Coursework | 2018

### International Science & Technology Policy

George Washington University  
Master of Arts | 2015

### International Affairs

Marshall University  
Bachelor of Arts | 2010

### Chinese Language & International Trade

Shanghai International Studies  
University  
Study Abroad | 2008

## SKILLS

Python

JavaScript

GitHub

R

SQL

Tableau

Public Speaking

Writing

3D Art

### Commission Sales Associate (Build Your Own PC) Micro Center

February 2022 – Present  
Rockville, MD

- Provide a high quality in-person customer service experience, primarily personalized recommendations for PC builds, components, peripherals, and services for customers to match budgets and usage needs.
- Maintain a high level of knowledge about PC component brands, technical specifications, and compatibility.

### Budget/Grants Analyst Tatitlek Technologies, Inc.

October 2021 – February 2022  
Washington, DC

- Assisted with the planning, establishing, coordinating and monitoring program budgets according to Department of State financial management standards.
- Made recommendations regarding grant and cooperative agreement documents, including all elements of the federal assistance lifecycle.

### Internal Payloads Mission Manager Nanoracks

November 2015 – December 2017  
Washington, DC

- Supported customer payloads to the International Space Station for the entire life cycle of each project by serving as primary interface between customers, Nanoracks engineers, and NASA personnel to ensure compliance with safety requirements, engineering compatibility, and deadlines.
- Authored and updated engineering and technical documentation regarding pressurized payload requirements and technology specifications.
- Held video conferences with student groups to prepare experiments for spaceflight.

### Intern Arianespace

September 2014 – December 2014  
Washington, DC

- Designed and compiled presentations to be given by senior management at trade shows, annual corporate headquarters meetings, and other major space industry events.
- Assisted senior management in developing outreach and branding strategies for the company and its launches.

### Intern Space Policy Institute

June 2014 – July 2014  
Washington, DC

- Initiated preliminary research on identifying stakeholders and other interested parties with regards to planetary protection issues in commercial space exploration ventures.

(cont'd)

# BRITTANY BALCOM

## **Space Policy Intern**

**February 2014 – May 2014**

### **International Technology and Trade Associates**

**Washington, DC**

- Conducted market research of the small launch vehicle industry for clients in the Japanese space community.
- Analyzed and reported on the FY2015 NASA budget request and its implications.
- Attended and prepared reports on space industry conferences and relevant Congressional hearings.

## **International and Interagency Relations Intern**

**August 2013 – February 2014**

### **National Aeronautics and Space Administration**

**Washington, DC**

- Worked with NASA's program offices to draft cooperative international agreements and coordinate their approval within NASA and with the State Department and other U.S. Government agencies.
- Prepared briefing materials and organized schedules for NASA Administrator and other senior level visits to foreign countries, including the International Astronautical Congress.
- Worked with foreign space-related representatives to obtain and provide information as needed.
- Compiled monthly reports in Excel documenting international agreements to be presented to the Associate Administrator of the division.

## **Program Analyst**

**September 2012—October 2013**

### **Davis Defense Group**

**Fredericksburg, VA**

- Maintained strong rapport with the customer by managing requests for online database development and facilitating communication between non-technical customer and technical partners.
- Edited and wrote PHP and HTML code to improve student experience with Moodle-based eLearning database for over 1,300 users.
- Assisted senior management with solicitation response efforts in both product price development and resource recruitment.