

Barbara Gregory
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World Bank

07/02-06/07 TUDTR-Transport Unit, Short Term Consultant

During the time periods of the above assignments, I continued to perform the knowledge management activities for which I was responsible prior my retirement in June 2002 as a regular staff member of the World Bank. In December 2005, I assumed the provision of primary support to the Task Team Leader responsible for production of the Transport Strategy Update, a process that spanned some twelve months. This included preparing various drafts for publication (editing, selecting photographs), circulating drafts to external and internal reviewers, maintaining a record of responses, as well as conducting data research on the transport portfolio through Business Warehouse. During the period of the last assignment, I worked under the supervision of a Knowledge Management Analyst who joined the Transport Unit in February 2006.

04/94-06/02- TUD-Transport and Urban Department, Transport Unit, Information Assistant
INF-Infrastructure Department, Transport Division, Information Assistant
TWU-Transport, Water & Urban Development Department, Transport Division, Information Assistant

As an Information Assistant, I had primary responsibility for the Knowledge Management activities of the anchor Transport Unit. During this six year period, my duties included:

- Event Planning and Preparation (sector fora, workshops, seminars, BBLs);
- Website design and maintenance;
- Preparation of publications, including content editing and finalizing layout;
- Design of CDs for special events (workshops, conferences) as needed;
- Design and prepare presentations and brochures;
- Production of transport portfolio reports from Business Warehouse;
- Responsibility for the Transport Help Desk, and
- Identify and provide technical support for development of new knowledge management products.
- Maintenance of the Transport Library of Knowledge Products in IRIS.

01/92-03/94 TWU-Transport, Water & Urban Development Department, Transport Division, Office Technology Assistant
INU-Infrastructure & Urban Development Department, Transport Division, Office Technology Assistant

As an Office Technology Assistant, I provided: training and trouble shooting in the more advanced application of various software packages; reviewed and upgraded publications through the application of desk top publishing; reviewed divisional paperwork practices to improve recordkeeping and correspondence retrieval, and provided secretarial support to selected staff.

1988-1991 Compu-Mark, Inc., Bethesda, Maryland USA
Personal Assistant to the President.

1985-1988 Major Safe Company, Inc., Rockville, Maryland, USA
Office Manager.

1978-1985 Xynetics, Inc., Rockville, Maryland, USA
Office Manager.

1968-1978 Raising family.

1968 Emigrated to the United States

1965-1968 Raising family.

1962-1965 B. Atle Ltd.
Personal Secretary to the Chairman.

1959-1962 Wilson, Smithett & Cope
Secretary

1957-1959 Findley & Company
Secretary

Personal Details

Date of Birth: January 15, 1938, Essex, England
Education: East Ham Grammar School for Girls, London, England.
General Certificate of Education completed 1957.