ROBERT SMITH

Proposal Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Customer service oriented individual with excellent communication skills and the ability to establish and maintain relationships with supply vendors, clients, management and colleagues.

CORE COMPETENCIES

Microsoft Office, Administrative Assistant, Proposal Writing.

PROFESSIONAL EXPERIENCE

Proposal Coordinator

ABC Corporation - 2011 – 2015

Key Deliverables:

- Created and distributed proposal numbers to tender managers based on the MSF-0012 Proposal Checklist Form.
- Assisted in the creation of the Master Database that tracked all proposals through the opportunity phase to the execution phase.
- Coordinated measurement activities with the Steam Turbine Engineers to measure possible Retrofits of OEM Turbines.
- Administrator for the Xiao Porter Proposal Generation System used by the Capture Managers for Retrofits.
- Prepared basic cost estimates and proposals. Coordinated proposal screening, development and review meetings.
- Coordinated with Finance to obtain bonds and other security documents.
- Created and maintained standardized proposal text, formats, and templates.

Proposal Coordinator

ABC Corporation - 2008 – 2011

Key Deliverables:

- My responsibility was to plan, coordinate and write proposals under executive management.
- Inserted all marketing materials into the proposal, drafted the scopes of work for the technical lead to review, wrote to satisfy the proposal requirements, and lead the internal reviews of the proposal.
- Also worked with the billing department to gather all data regarding new projects.
- Gathered, analyzed, and presented data to show the CEO and executive management the monthly growth for Cosentini Associates.
- Was able to quantify our level of success between service, sector, clients, owners, location, and revenue.
- Cosentinis corporate NYC office splits their engineers and scientists into "studios" and I was able to track, quantify, and explain their progress..
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

- Bachelor in Business Administration - (Averett University - Danville, VA)

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