ROBERT SMITH

Lead Proposal Manager

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

SUMMARY

Senior level experience in hands-on EPC business development and management of process engineering. Lead development of technical and commercial presentations to clients, proposal and project 'kick-off' meetings, risk analysis and mitigation, review and negotiation of construction, maintenance, and professional services contracts and pricing structures.

CORE COMPETENCIES

Adobe Acrobat, Microsoft Word, Microsoft Excel, Microsoft Office, Technical Writing, Proposal Management, Business Development, Marketing, Communications.

PROFESSIONAL EXPERIENCE

Lead Proposal Manager

ABC Corporation - July 2013 – December 2015

Key Deliverables:

- Responsible for developing win-strategy, leading proposal kick-off meetings and assignments, and managing the production, composition, editing, and delivery of assigned proposals.
- Worked with assigned Project Managers, assisting with executive summaries, technical content, and overseeing final production and delivery.
- Worked closely with Business Development to develop commercial terms and ensure sales strategy is implemented in proposals.
- Assisted Project Managers and Business Development in proposal follow-up, including client presentations.
- Involved commercial, contractual, and risk assessment as well as a technical response to Invitations to Bid (RFPs) from clients.
- Developed a new suite of marketing publications including website, slick sheets, and capabilities statement.
- On-time completion of three sources sought responses and one request for proposal response.

Proposal Manager

ABC Corporation - 2008 – 2013

Key Deliverables:

- Overview of Responsibilities As the Proposal Manager my responsibilities began with Pre-Proposal Activities, such as Black Hat/Strategy Meetings, if a draft RFP is available begin developing a draft response.
- If a draft has not been released, I to work with Business Development/Capture Managers in preparation for the final RFP release.
- Once it was released, the formal process then started with RFP Analysis, RFP Compliance Matrix/ Outline Formal Kick-off meeting, Color Reviews to Submission.

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- Headed up proposal efforts for customers such as Department of State, FBI, DOL, DOE, USCENTCOM.
- Accomplishments Instituted a process to leverage and re-use the current proposal boilerplate information.
- Resulting in Maintained re-use libraries and ensure the accuracy of current information.
- Captured lessons learned, document and execute actions to produce process improvement and attain higher success rates.

EDUCATION

- Mechanical Engineering - (Mississippi State University)

2259 Oak Street, Old Forge, New York, 13420

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