

# HENRY WALKER

## Entry-Level Proposal Specialist

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### PROFESSIONAL SUMMARY

Enthusiastic Proposal Specialist with 2 years of hands-on experience in the proposal development lifecycle. Skilled in analyzing Requests for Proposals (RFPs) and crafting tailored responses that meet client specifications. Eager to leverage strong communication and organizational skills to enhance proposal quality and support business growth.

### WORK EXPERIENCE

#### Entry-Level Proposal Specialist

Blue Sky Innovations

📅 Feb / 2024-Ongoing  
📍 Chicago, IL

- 1. Negotiated pricing and logistics with global production units and distribution centers.
- 2. Reviewed Requests for Quotations (RFQs) to identify support requirements.
- 3. Developed concept proposal drawings to support RFQs for new products.
- 4. Researched manufacturing requirements to identify potential suppliers and provided technical support for customer solutions.
- 5. Acted as a liaison between supply units and sales teams to resolve design issues during the RFQ stage.
- 6. Determined suggested sales pricing and lead times based on client needs.
- 7. Maintained communication with sales engineers and manufacturing units to ensure proposal accuracy.

#### Proposal Specialist

Cactus Creek Solutions

📅 Feb / 2023-Feb / 2024  
📍 Phoenix, AZ

- 1. Participated in developing win themes and strategies for proposal responses.
- 2. Guided junior Proposal Specialists on RFP responses and contributed to internal committees.
- 3. Composed RFPs and proposals for various communication systems.
- 4. Prepared proposals for cellular network systems targeting international markets.
- 5. Collaborated on joint venture proposals for satellite communications in diverse regions.
- 6. Authored proposals for reconnaissance systems for the U.S. Army.

### EDUCATION

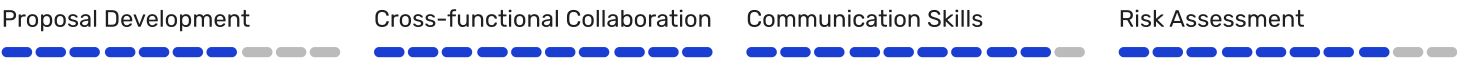
#### Bachelor of Arts in Business Administration

University of Texas

📅 Feb / 2022-Feb / 2023  
📍 Seattle, WA

Focused on business communication and project management.

### SKILLS



### ACHIEVEMENTS

- ★ Successfully crafted and submitted over 15 proposals, achieving a 70% win rate.
- ★ Streamlined the proposal process, reducing turnaround time by 20%.
- ★ Collaborated with sales and technical teams to enhance proposal quality, resulting in increased client satisfaction.