ROBERT SMITH

Jr. Proposal Writer

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

SUMMARY

BA in Journalism and Media Studies and a BA in Political Science. Worked as a Freelance Reporter for The Times of Trenton, and as a Staff Writer for The Latino Information Network.

CORE COMPETENCIES

Writing, Editing, HTML, Word press, vBulletin, Xenforo, MediaWiki.

PROFESSIONAL EXPERIENCE

Jr. Proposal Writer

ABC Corporation - January 2007 – November 2007

Key Deliverables:

- Supported full proposal life cycle through preparation, writing, production, and final delivery.
- Researched corporate knowledge base, wrote original content, and rewrote standard corporate information for compliant, strategic response.
- Managed subcontractor teaming requirements for up to 20 member teams.
- Organized and maintained past performance and proposal content database.
- Past performance research based on global projects, required interface with global corporate knowledge managers.
- Supported Boon Group Field Sales Representatives and acted as a liaison with the Insurance Carriers.
- Developed formal medical quote proposals for Sales Representatives for formal client presentations.

Proposal Writer

ABC Corporation - 2004 – 2007

Key Deliverables:

- Managed the development of proposals and assisted in business development efforts.
- As a proposal writer I obtained experience in the way work is solicited by the Federal Government.
- My communication skills were enhanced further by the development of proposals for the various branches of defense and other Federal agencies.
- Developing these proposals involved research and understanding.
- This research and understanding allowed me to become familiar with the varying terminology used by the different branches.
- Additionally I was able to obtain experience in the way contracts are developed between the Federal government and its contracting agencies.

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- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

English - 2003(Duquesne University - Pittsburgh, PA)

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