



ETHAN MARTINEZ

Proposal Writer

PROFESSIONAL SUMMARY

Accomplished Proposal Writer with a decade of experience in developing strategic proposals and RFP responses that drive organizational success. Proficient in engaging cross-functional teams to create compelling narratives that meet compliance and exceed client expectations. Passionate about refining proposal processes to enhance quality and win rates, ensuring impactful outcomes in every project.

WORK EXPERIENCE

Associate Proposal writer

Jan / 2018-Ongoing

Blue Sky Innovations

Chicago, IL

1. Led comprehensive kickoff meetings and proposal reviews with business development and functional area leads to ensure alignment.
2. Developed and monitored proposal schedules, managing multiple submissions concurrently to meet deadlines.
3. Authored, edited, and curated proposal content, including technical approaches and past performance summaries.
4. Coordinated inputs from subcontractors and teaming partners, ensuring cohesive proposal narratives.
5. Collaborated with project management teams to develop accurate budgets and pricing documents.
6. Designed and produced proposal covers, cover letters, and technical sections to enhance presentation quality.
7. Worked closely with creative teams to generate impactful graphics and visuals for proposals.

Proposal Writer

Jan / 2015-Jan / 2018

Lakeside Apparel Co

Chicago, IL

1. Conducted in-depth research on government Request for Proposal (RFP) listings to identify opportunities.
2. Analyzed RFPs to determine project concepts, needs, and establish key deadlines.
3. Composed proposals, executive summaries, and technical documents that align with client requirements.
4. Maintained a comprehensive digital database of proposals and RFPs for future reference.
5. Transformed complex technical concepts into clear communication products for stakeholders.
6. Identified and established customer needs through rigorous market research and analysis.
7. Facilitated feedback sessions to refine proposal strategies and enhance effectiveness.

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SKILLS

Proposal Management Software

Adobe Creative Suite

Brand Alignment

Editing for Consistency

Writing for Impact

INTERESTS

Scuba Diving

E-sports

Reading Fiction

Puzzle Solving

STRENGTHS

Stewardship

Teamwork

Tenacity

Vision

LANGUAGES



English



Swahili



Italian

ACHIEVEMENTS

Increased proposal win rates by 25% through enhanced collaboration and quality control processes.

Streamlined proposal development timelines, reducing turnaround by 30% while maintaining compliance.