

PROPOSAL WRITING | DOCUMENTATION & HELP GUIDES| KNOWLEDGE MANAGEMENT

Results-driven Proposal Writer and RFP Specialist with extensive experience managing, writing, and coordinating proposals, RFPs, and RFIs.

Core Competencies:

- Proposal Writing & Management (RFPs/RFIs)
- Strategic Messaging & Win Themes
- Editing & Proofreading
- Government & Public Sector Proposal Experience
- Project & Deadline Management
- Compliance & Content Development
- CRM & Proposal Management Tools
- Knowledge Management & Content Library Maintenance

Why Choose Me:

- ✓ Experienced Proposal Expert: 10+ years writing and managing proposals, RFPs, and compliance documentation.
- ✓ Proven Track Record: Increased win rates, streamlined RFP processes, and reduced proposal turnaround times.
- ✓ Tech-Savvy & Detail-Oriented: Proficient in proposal software, content management tools, and compliance frameworks.
- ✓ Passionate About Storytelling: Skilled at translating technical information into compelling, persuasive narratives that win contracts.

Summary:

Results-driven Proposal Writer and RFP Specialist with extensive experience managing, writing, and coordinating proposals, RFPs, and RFIs in fast-paced SaaS, education, and government contracting environments. Adept at crafting compelling, compliant, and strategic proposals that effectively communicate value propositions and win themes. Proven ability to manage multiple deadlines, collaborate cross-functionally with sales and product teams, and develop streamlined proposal processes that drive revenue growth. Passionate about transforming complex information into clear, persuasive content that resonates with diverse audiences.

Experience

- ❖ **Proposal Writer (Contract), The Scanning Company, LLC (2025-Current)**
Leads end-to-end proposal development for a national records digitization firm serving public and private sector clients across industries.
 - Leads end-to-end proposal project management, including opportunity qualification, internal coordination, deadline tracking, and final submission—ensuring timely, complete, and compliant delivery.
 - Develops and maintains a centralized content library, repurposing past responses, refining standard language, and improving proposal efficiency through organized knowledge management.
 - Operates autonomously to drive proposal success, proactively solving challenges and filling gaps with minimal oversight.
 - Delivers polished, well-structured proposals that meet all content, formatting, and submission standards across a range of government and commercial bids.
- ❖ **Technical Proposal & RFP Writer (Contract), BAFO Services, LLC (2024-Current)**
Provides strategic proposal support for small businesses pursuing U.S. government contracts, including DOD and DHS opportunities.
 - Write and edit technical sections for complex federal proposals, ensuring clarity, compliance, and alignment with agency SOWs.
 - Translate regulatory and technical language into accessible content tailored for evaluators across various contract types.
 - Collaborate with SMEs and leadership to shape winning strategies on multi-million dollar bids across defense and security verticals.
 - Work independently under high-pressure timelines to deliver complete, audit-ready proposal content in accordance with FAR and agency standards.

❖ **Senior Technical Writer (Contract), USERWAY, INC. (2023 – 2024)**

Digital accessibility (508) compliance.

- Completed 100% of vendor forms and RFP submissions on time.
- Codified 50+ vendor compliance records into Confluence, reducing compliance response times by 10%.
- Prepared Legal Action Guides (LAG) by coordinating with legal teams on software widget requirements.
- Legal Support Program: Input and maintain accurate data for program analytics to track performance metrics.

❖ **SmartEvals, LLC (2008 – 2023) - SaaS suites for evaluations and student retention to higher education**

❖ **Technical Proposal Writer & Documentation Specialist**

Gathering technical information, determining project requirements, editing and proofreading content.

- Spearheaded the development of all proposals, RFPs, and compliance documentation for higher education clients
- Maintained and expanded a content library for proposal responses, reducing turnaround time by 30%.
- Implemented a proposal tracking system that improved efficiency and organization of responses.
- Collaborated with subject matter experts (SMEs) and stakeholders to gather technical information and research to acquire knowledge on complex concepts.
- Partnered with sales and product teams to craft tailored proposals that increased win rates and client engagement.

❖ **Privacy and Security Compliance Manager**

Oversaw Privacy and Security Compliance, managed audits, analyzed data, and resolved compliance issues

- Developed and maintained 100+ security policies, ensuring 100% alignment with industry standards.
- Trained employees annually in security policies, improving overall security awareness.
- Led pre-audit assessments, achieving 100% compliance in multiple external audits.
- Partnered with IT/security teams for risk assessment, improving incident response plans and disaster recovery measures.
- Collaborated with external auditors and assessors during security audits, addressing inquiries and providing necessary documentation and evidence.

Projects: HECVAT, VPAT, SOC 2 Type II, TX-RAMP

❖ **Project Manager**

Plans, organizes, and executes projects from start to finish for SaaS suites through SDLC, security audits, sales team needs, and technical support teams.

- Managed 5-7 concurrent projects, achieving 98% on-time delivery despite shifting requirements.
- Coordinated cross-functional teams, ensuring 98% goal alignment across project stakeholders. Developed and reported KPIs to track project success, meeting 95% of project milestones within scope and budget.

Software & Websites:

Proposal & Writing: SAM.gov, FedConnect, BldNet, AP Style, Chicago Manual

Documentation: Jira, Confluence, Lucidchart

CRM & Tracking: HubSpot, Zoho, Freshdesk, Zendesk, ClickUp

Communication & Collaboration: Slack, Zoom, Ring Central

Project Management: Asana, Click Up, Monday.com,

CMS & Web Tools: WordPress, Shopify

Data & Analysis: Tableau (beginner), Microsoft Suite/Microsoft Office, G Suite

Development Knowledge: Familiar with HTML, SQL, CSS, PHP

Specialized Skills:

- Proposal Writing (RFPs, RFIs, RFQs – government & commercial)
- Technical & Compliance Writing (SOC2, FedRAMP, VPAT/508, GDPR, CCPA, FERPA, HIPAA)
- SOP Development & Documentation Strategy
- Knowledge Management & Version Control
- Project Management & Cross-Functional Collaboration
- Training Development & Facilitation
- Audit Readiness, Risk Mitigation, Disaster Recovery Planning
- Accessibility Standards & Documentation Quality Assurance