TaNeekwa S. Donley

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Education

BACHELOR OF BA **Wilson, NC**
Western Govern University, Wilson, NC Current – (Expected February 2026)
Major: Business Administration | Minor: Data Analytics

ASSOCIATE OF BA (BA) **Rocky Mount, NC**
Edgecombe Community College, Rocky Mount, NC Graduated

Experience

FlexGen, Hybrid | Durham, NC
Proposal Coordinator/Automations Specialist (Contract) | March 2025 – Present

- Own and coordinate the end-to-end proposal lifecycle for Energy Management System (EMS) and Full-Product offerings, supporting pricing validation, scope alignment, and timely delivery of client-ready proposals.
- Act as a central liaison between Business Development, Tendering, Engineering, and Operations teams to ensure proposals are technically accurate, commercially sound, and operationally executable.
- Contributed directly to proposal content development, reviewing and refining sections for clarity, accuracy, and alignment with customer requirements.
- Reviewed and analyzed bid request documents (RFPs, RFQs, and RFIs), extracting critical information and sharing key insights with the proposal team to ensure alignment with client requirements.
- Maintained high levels of integrity, accuracy, and accountability while managing sensitive operational and customer-facing data.
- Utilized Excel (advanced), Salesforce, PowerPoint, and SharePoint to track requests, manage workflows, and support data-driven decision-making while maintaining high levels of integrity, accuracy, and accountability for customer facing proposals.

Project Highlights

- Automated EMS proposal generation, building a system tool that transforms EMS Price Worksheet inputs into fully formatted, client-ready proposals within minutes, reducing proposal turnaround time by over 90%.
- Built a customer-facing EMS pricing and proposal portal, allowing clients and internal teams to securely generate pricing and proposal outputs faster—putting accurate pricing in front of customers earlier in the sales cycle to support faster deal progression and revenue realization.

Spectra force, Hybrid | Raleigh, NC
Client Service Coordinator | July 2024 – March 2025

- Serve as the main point of contact for multiple high-profile client accounts, including Charles Schwab, Cigna, and Cencora, managing the entire candidate lifecycle from offers, onboarding, compliance, interview prep, performance tracking, terminations, and offboarding.
- Own end-to-end onboarding coordination, ensuring candidates complete background checks, I-9 verification, fingerprinting, and compliance requirements within strict deadlines.
- Work closely with hiring managers, recruiters, and onboarding teams to streamline workflows, improve documentation processes, and enhance communication between stakeholders.
- Spearheaded process improvements, implementing tracking templates, standardized documentation, and structured reporting systems to improve efficiency and reduce errors.
- Manage time-sensitive projects under tight deadlines, proactively identifying inefficiencies and implementing solutions that drive better candidate experience and operational success.

Viventium | Remote
Sales Coordinator | August 2023 – February 2024

- Spearheaded seamless onboarding of new clients onto Viventium payroll platform, from contract signature, assuming the pivotal role as primary point of contact throughout various stages and lifecycles.
- Leveraged proficiency with CRM and database systems (salesforce/asana) to manage documentation forms, manage all contracts and proposals; ensuring strict compliance with all essential client business tax documentation while verified local registration to uphold regulatory standards.
- Executed precise payroll extraction, securing critical documents, and successfully delivered product messages and educational materials for a maximized client experience.
- Coordinated with sales representatives, providing regular updates on account status, missing documentation and conducted weekly team meetings to foster collaboration, address inquiries, and offer crucial support wherever possible. Simultaneously managed multiple projects throughout client onboarding while meeting deadlines resulting in increased revenue and client satisfaction.

Skills

Professional Skills: Client & Stakeholder Communication | End-to-End Request & Deliverable Ownership | Proposal & Sales Coordination | Resource Planning, Scheduling & Prioritization | Cross-Functional Collaboration (Sales, Operations, Engineering) | Customer Requirement & Scope Alignment | Operational Readiness & Execution Support | Conflict Resolution & De-escalation | Critical Thinking & Decision Support | Capacity & Demand Planning | Time & Priority Management | Escalation & Risk Management | Customer Experience & Relationship Management | Pricing & Commercial Coordination | Proposal Management

Technical Skills: Microsoft Excel (Advanced) | Outlook, Word, PowerPoint | CRM Systems (Salesforce or equivalent) | SharePoint & Document Management | Workflow & Process Tracking | Data Validation & Reporting | Capacity & Resource Tracking | Automation | SOP | GitHub | Payroll Software | Data Validation & Reporting | Client Portals & Proposal Tools | AI-Assisted Business Tools | Automation-Enabled Workflows |