

Ian Hicks

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Work History **Singularity University**, Mountain View, CA (Remote) 03/2022 - 9/2023

Strategic Proposal Manager

- Led the development and submission of proposals for Enterprise Business to Business sales, interfacing directly with clients and securing \$2M+ in new work
- Collaborated closely with sales and marketing teams to create compelling pitch decks, RFP responses and maintain content library
- Track and report benchmarks in Google Workspace, Hubspot, Asana
- Led initiative to utilize AI tools (Claude, ChatGPT, Gong, etc) to increase proposal velocity by over 20% from previous year

NV5 Geospatial (Quantum Spatial), Portland, OR (Remote) 08/2014 - 03/2022

Technical Proposal Specialist

- Produced technical proposals and memoranda for clients in collaboration with Business to Government Account Managers securing over 60 contracts (\$10M+ in revenue)
- Reviewed technical SOW documents, RFPs and other soliciting materials and participate in the proposal alignment process
- Track and report benchmarks in Google Workspace, Salesforce, Deltek Vision

Remote Sensing Technician

- Manual and automated processing of Lidar point cloud data in Microstation, Terrascan for the Advanced Lidar Classification group
- Edited alignment and road vectors in ArcGIS
- Track and report benchmarks in Google Workspace

City of San Gabriel, San Gabriel, CA

01/2012 - 08/2013

Planning Intern

- Assisted in research for city of San Gabriel's zoning code update and research for the city's contribution to the San Gabriel Valley Regional Bike Plan
- Performed small site-plan reviews and assisted applicants at the counter
- Created geocoded Historic Building database from previous historic surveys
- Set up and maintained the city's GIS systems
- Provided administrative support including filing, MS Excel and Photoshop work, technical troubleshooting, data entry and large mail outs

H&R Block, Portland, OR

03/2010 - 08/2011

Administrative Assistant

- Acted as direct assistant to the District Manager and provided assistance to 15 tax office managers
- Managed all office supply orders for the Portland/Vancouver district
- Provided administrative support including filing, MS Excel and Access work, technical troubleshooting, booking travel and large mail outs

Cascadia Green Building Council, Portland OR 04/2009 - 02/2010

Administrative Intern

- . Assisted in web site development/design/maintenance, ran CRM reports in Excel and Salesforce
- . Provided administrative support including filing, MS Excel and Powerpoint work, technical troubleshooting, booking travel and large mail outs

Gensler Architects, San Francisco , CA 07/2007 - 11/2008

Chicago, IL 08/2005 - 07/2007

Administrative/Studio Assistant

- . Provided administrative support to 50+ architects including booking travel, scheduling meetings, assisting with large scale printing projects, archiving and filing
- . Trained staff and acted as liaison to vendors and clients on project management software
- . Assisted with creating presentations in InDesign, Photoshop, Acrobat and Powerpoint

City Year Chicago, Americorps, Chicago, IL 12/2004 - 07/2005

Corps Member

- . Provided literacy tutoring to 1st and 2nd grade students a Chicago Public Schools
- . Planned and Facilitated curriculum for afterschool programs

Beloit College Audio Visual Services, Beloit, WI 01/2001 - 05/2004

AV Technician

- . Created equipment inventory in MS Access
- . Assisted customers in troubleshooting software and AV related machines
- . Scheduled events and services, set up and ran PA and video

Education **California Polytechnic University Pomona**, Pomona, CA

Masters of Science in Urban Planning, June 2014

Beloit College, Beloit, WI

Bachelor of Arts in Sociology and Music, May 2004

Skills Proficient in Windows, Mac OSX, MS Office Suite, Access, ArcGIS, Microstation, TerraSolid, SketchUp, Photoshop, Illustrator, InDesign, Google Suite, chatGPT, Canva, Salesforce, HubSpot, Asana, Gong, Communication, Adaptability, Teamwork, Problem-Solving, Creativity, Time-Management
Limited experience in html, css, javascript, jquery, python

Interests Artificial intelligence, sustainability, technology, biking, traveling, podcasts, electronics, music, outdoors, camping, BBQ