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I am a dedicated, highly professional Bid Proposal and Marketing Manager with over 5 years of experience working with the airports, government agencies and international construction and project management firms. I am a team-oriented person who enjoys working with others and sharing knowledge. I am seeking a position that has potential for additional professional and technical growth as well as opportunities for team leadership and supervision as well as a high level of client and vendor development and interaction.

Professional Experience:

Holt Construction Corporation – Pearl River, NY - Hybrid - 2020 to 2022

Bid Package and Proposal Manager – Promoted to Proposal Manager and department lead after excelling in my estimating coordinator position for 3 years. In this role I oversaw one other estimating coordinator in the department, who assisted with obtaining the estimating deliverables, while I handled more of the marketing side. I reset organization and exceeded expectations delivering on multiple complex bids packages at a time and associated marketing to help secure key contracts for every level of the business.

- Responsible for the preparation and submission of our companies' cost proposals from start to finish.
- Maintained and operated Holt's CRM Software, Microsoft Dynamics. After reading through the RFP or ITB, isolating all deliverables, I would enter all proposal requirements into the system and push notifications to the various departments who had a deliverable they were responsible for. They would complete the requirement and then return it to me for compilation into the final proposal.
- Daily Marketing tasks included updating resumes to best reflect experience that would relate to that specific pursuit, connected with the field team to help draft schedules & assisted the Marketing Manager in drafting approaches as well as other written deliverables.
- Communicating efficiently with all departments company wide, Holt has offices in 8 states, where I was responsible to collect deliverables for all RFP's responses.
- As the Proposal Manager, it was my responsibility to submit and deliver all proposal packages. I am proficient in the navigation of different client facing submission portals like Arbia, Honest Buildings, Oracle and Procore to name a few.
- I would also on occasion hand deliver the proposal packages as well. Always taking care and professionalism into every submission.
- Maintained and updated a database of all companies active proposals and pursuits.

- Proficient in Adobe Suite & Microsoft programs - Learning programs like InDesign as well as Photoshop, for photo editing and creating different marketing graphics.

Holt Construction Corporation – Pearl River, NY - In Office - 2017 to 2020

Estimating Coordinator - I worked as Holt Construction's lead estimating coordinator for 3 years. I assisted the company's estimating department with all its administrative needs. Primarily focused on maintaining constructive and mutually beneficial relationships with our subcontractors to make sure we always had a plentiful number of sub proposals to create our cost proposal.

- Managed the completion of all Bid forms, both in hard copy format and digital portals.
- Made daily follow up calls to various subcontractors to maintain relationships & receive RFP specific quotes.
- Kept a detailed list of all active pursuits and required estimating deliverables.
- Hosted our department's weekly meeting where we discussed individual workloads & active pursuits with the Director's of Estimating and Preconstruction.
- Hosted biweekly meetings with project managers and project executives to keep track of recently submitted proposals and award opportunities.
- Created RFP specific bidding portals for subcontractors using Building Connected online Software. I would post all of the RFP Specific documents, drawings & specification booklets. Building Connected provided a message board that would help us to better keep in contact with subs throughout the bidding process.

Mulligan Security Corporation – New York, NY - In Office - 2014 to 2016

Office Manager– Managed the daily operations of a security firm's offices and remote locations in New York City. Reported directly to the President of the firm as well as the Director of Human Resources, during my summer breaks home from college. Getting experience working in an office setting at such a young age really gave me great exposure as to what it's like to work in a busy office setting.

- Daily tasks included covering reception, working closely with Human Resources, organizing personnel files and helping with new hire paperwork
- Answering phones and helping with other administrative tasks.

Professional Skills:

I am a quick learner and I have a very strong work ethic. I have experience working with computers including all Microsoft Office, Excel & Adobe programs, as well as a basic knowledge InDesign and photo editing. Aside from technical skills, studying in the fields of Sociology and Psychology has given me insight into what it takes to understand other humans on the level needed to work this industry. I am highly intuitive. Working for Holt in such a high stress environment allows me to remain calm under pressure. I tend to pick up on things other people may miss. I can pick up on changes in someone's personality very quickly.

I am extremely adaptable, and I enjoy learning new things from those around me, always looking to expand my horizons. I hope to improve on all my skills if granted with this opportunity.

During the Pandemic I worked remotely for almost 10 months, I have a strong understanding of video meeting software & programs including Microsoft Teams where I was able to communicate with all colleges & clients efficiently. This time working from home sharpened my time management skills and taught me the importance of work life balance.

Other Social & Leadership Experience:

Castleton University Habitat Club - 2014 to 2017 – I was a member of the Habitat Club at my college in Vermont. I worked closely with Habitat for Humanity in both Rutland and Bennington counties to build homes for those in need. I also spent one of my spring breaks in Haiti, helping to build a school in one of the poorest villages in the country.

Castleton University Women's Rugby Club - 2015 to 2018 – I was elected by my teammates to be the President of the club. I was the face of the club, and it was my responsibility to oversee that all games were scheduled and we had ambulances at every game. I was also in charge of club fundraising along with protecting and making sure the other players were in a safe and friendly environment. In 2016, the University decided to make our club into an NCAA Varsity sport. I worked closely with the Athletic Director and oversaw that the team transitioned smoothly. This experience alone is one I am very grateful for, because not many people can say they helped turn their little club team into one of the 19 NCAA Affiliated Women's Rugby teams in the country.

Certified PAC Student - 2015 to 2018 – Once a year, I went through a 16 hour training class where I worked on my advocacy skills. Peer Advocates for Change was a program we had at my university where students are on the front lines talking about difficult topics such as domestic abuse, relationship and family violence, sexual assault, and rape. Completing the weekend training class allowed me to staff the PAC Hotline, a 24/7 phone where students could call and talk to a trained PAC student who can give them resources and remind them, they aren't alone and there is always someone in their corner.

Education:

Castleton University - Sociology, Major - Psychology, Minor - 2014 to 2019

I attended Castleton University in Vermont, from Fall 2014 to Spring 2019, when I had to leave campus and stop attending classes to help take care of a sick family member. I do have plans to go back and finish my education online, Fall 2023.