**Regina Ann Lapierre**

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Highly flexible and analytical, with extensive experience in proposal development and management, team building, capture and solutions support, technical writing and editing. Communications and research in information technology, energy, utilities, and international development. Able to collaborate with high level industry experts from various cultures and disciplines, turning complex concepts into persuasive and highly readable copy for a wide range of international readership, including government contracting officers, CIOs, and technology professionals. Develop proposals, high level technical and market reports, news releases, articles, newsletters and content for websites. Proven ability to work under tight deadlines in a variety of format and product types.

**Experienced in federal and state contracts. Leadership, support, and writing roles in proposals for major contract vehicles, including:**

|  |  |  |
| --- | --- | --- |
| **Contract** | **Role(s)** | **Status** |
| **DHS PACTS I** | **Deputy Director** | **Awarded** |
| **DHS PACTS II** | **Proposal Manager** | **Pending** |
| **DHS EAGLE II** | **Deputy Director, Writer** | **Awarded** |
| **Navy Seaport-e** | **Deputy Director** | **Awarded** |
| **GSA VETS** | **Deputy Director** | **Awarded** |
| **DOC NOAA CAP** | **Proposal Manager** | **Awarded** |
| **FAA e-FAST** | **Writer** | **Awarded** |
| **VA ITSS** | **Deputy Director** | **Awarded** |
| **NASA SEWP V** | **Proposal Director, Manager, Writer** | **Awarded Group D** |
| **GSA OASIS** | **Proposal Manager** | **Awarded Pools 1 and 4** |
| **SIFMII** | **Volume Lead, Writer** | **Pending** |
| **DHMSM** | **Writer** | **Pending** |
| **USSOCOM-SWMS-B** | **Deputy Manager, Writer** | **Pending** |
| **NGA-OCC** | **Manager** | **Pending** |
| **CDC-DPTAMSS** | **Manager** | **Pending** |
| **NSA-STADIATHING** | **Technical Writer** | **Pending** |
| **DOT-FAA-HRIS (RFI)** | **Writer, White Paper Response** | **In Development** |

**Federal customers include FAA; DOJ; DOS; DOE; GSA; CDC; VA; USDA; CFPB; DHS; Navy; Army; Air Force; USPTO; DOC (NOAA); USAID, and DIA.**

**EXPERIENCE**

**CONSULTANT 2015**

***Manager,* CDC DPTAMSS (IDIQ)**

Provided on-site and remote support for a response to an RFP for Domestic Professional/Technical, Administrative, and Medical Support Services for the Centers for Disease Control. Managed all aspects of proposal development and preparation including the creation of schedules, outlines, and compliance matrices. Worked with artist to develop graphic elements and wrote substantial parts of management, technical, past performance, and key personnel sections. Worked with client and partners to incorporate content. Coordinated meetings and managed color reviews. (Value $21 million per Task Area)

***Manager*, NGA OCC 2015**

Managed all aspects of proposal development and preparation of response to an RFP from the National Geospatial-Intelligence Agency to provide Visual Communications Services to the Office of Corporate Communications. Developed outline, schedules, calendars, and compliance matrices. Provided editorial support for all volumes, incorporating ongoing feedback from the proposal team. Coordinated meetings internally and with partners and conducted daily stand ups and color team reviews. Worked with artist to develop graphic elements. (Value $7.5 million)

***Writer, Deputy Proposal Manager* USSOCOM SWMS-B (IDIQ)**

Provided on-site support to develop a proposal in response to an RFP for U.S. Special Operations Command for SOCOM-Wide Mission Support. Wrote and edited technical volume, interviewed SMEs, coordinated and edited technical input from subcontractors, and assisted with storyboarding and the development of graphic elements. (Value $1.5 billion ceiling)

***Writer, Technical Solution*, DoD – DHMSM (IDIQ)**

Collaborated with clinicians and IT team to develop “Product Usability” section, which involved several scenarios and a “patient journey” for military service personnel from the battlefield through hospitalization and rehabilitation, for response to the Defense Healthcare Management System Modernization RFP issued by the Department of Defense. Demonstrated how client solution consolidated patient information and demonstrated ease of use and improved care for each role along the journey. (Value $11 billion)

***Volume Manager for Past Performances*, DIA – SIFMII (IDIQ)**

Collected Past Performances and managed contributors’ efforts for a response to an RFP from the Defense Intelligence Agency seeking Solutions for Intelligence Financial Management. Edited Past Performance Volume. Edited the Past Performance Volume. (Value $19 million)

***Proposal Manager* DHS - PACTS II (IDIQ)**

Managed all aspects of proposal development and preparation for an RFP for Professional, Administrative, Clerical, and Technical Services for the Department of Homeland Security. Contributed to capture efforts for client, securing the commitment of a key partner. Coordinated meetings and reviews and developed and edited key proposal sections. Successfully submitted proposal ahead of deadline. (Value $1.5 billion)

**ACCESSAGILITY, Vienna, VA 2013 to 2014**

***Proposal Director,***

***Manager* for NASA-SEWPV (GWAC - awarded)**

Set up and managed all aspects of proposal department, including online tracking systems, response protocol, process guidelines, and bid/no-bid criteria. Created proposal design, format, and style guide. Planned and managed all aspects of response. Identified and monitored opportunities and forged relationships with vendors and government contacts; developed proposal content strategy; wrote and edited proposals and prepared them for submission.

* Managed and developed proposal in response to NASA’s RFP for the fifth iteration of its Solutions for Enterprise Wide Procurement contract. This resulted in a major award for the company.
* Worked with graphic artist to design proposal shells, graphics for SEWP V proposal, accompanying example of product brochure, and marketing pieces.
* Established processes and protocols for proposal department.
* Created website and sub sites to track opportunities and past submissions.
* Engaged in business capture activities, such as opportunity tracking and participation at government-sponsored and industry-sponsored events.
* Identified win themes and differentiators.
* Conducted SWOT and color team meetings.
* Facilitated bi-weekly proposal meetings.
* Applied Shipley methodologies to proposal development.

**ADDX, Alexandria, VA 2012 to 2013**

***Deputy Director, Proposal Development***

Managed all aspects of proposal development, from identification of strategic opportunities to proposal submission. Applied Shipley methodology to shape responses. Lines of business included finance, acquisition support, administrative services, policy analysis, training, investigative services and warfighter support.

* Worked with capture managers to analyze solicitations and identify viable opportunities.
* Selected past performances and developed and maintained Past Performance libraries
* Conducted team meetings to shape proposal content and determine response.
* Collaborated with corporate partners to guide proposal process
* Storyboarded proposal outlines.
* Participated in orals coaching and preparation.
* Developed slides for presentations.
* Wrote and edited responses to Federal solicitations.
* Established editorial guidelines.
* Managed editorial team.
* Developed marketing materials and capability statements for various business lines.

**GARTNER, Stamford, CT 2006 to 2012**

***Senior Writer***

Provided award-winning analytical reports to a wide range of international, high level clients about developments in the information technology industry and affiliated markets. Focus areas included mobile and wireless, end user computing, computing markets, communications applications, data centers, servers, IT marketing and data storage as well as emerging markets.

* Collaborated with analysts from a variety of cultures to develop positions about market trends and industry issues and events.
* Wrote and edited technical and market reports, interviewing Subject Matter Experts and conveying analytical points to various customer groups.
* Adapted complex technical information into readable copy for C-level executives, IT leadership, engineers, and end users.
* Enabled enterprise clients to make decisions concerning major IT investments
* Informed technology service providers about issues and trends in channels and markets.
* Improved products by working with editors to discuss markets, industry news, publishing changes, editorial calendar, and progress of various research reports.
* Supported changes to template and product types.
* Drafted news briefs for company website, allowing unregistered users to gain insight into Gartner positions on news events affecting the IT industry.
* Supported marketing efforts by developing promotional material for Events and Sales.

**SELF EMPLOYED** **2000 to 2006 *Freelance Writer and Editor, Conference Planner and Reporter***

Demonstrated ability to work in a wide range of topic areas with a variety of public and private sector clients in the utility, energy, international development, and public relations domains. Clients included:

* **International development firm.** Acted as proposal writer, editor, and coordinator for proposal efforts, forming responses in adherence to RFP guidelines, as outlined by USAID, World Bank and other aid organizations; wrote and edited management and technical solutions as well as CVs and Past Performances; assisted in running color team meetings, developing strategies and identifying win themes; edited a book of interviews with leading urban planners; worked with authors to ensure accurate translations.
* **Executive networking firm.** Developed articles for online publications serving networking, high-level executives; wrote several chapters to a book on salary and compensation negotiation.
* **Energy industry publisher.** Wrote articles for a newsletter that focused on emissions requirements and utility compliance.
* **Architectural and engineering firm.** Developed company brochure and booklet; wrote press releases.
* **U.S. Government.** Developed dual-language booklet (Chinese and English) about a USAID-funded waste treatment facility in Tai-Pei; worked closely with Chinese translators; developed artistic concept for the design as well as content.
* **Energy research firm.** Drafted articles for several newsletters about emerging technologies that use electricity instead of fossil fuels*;* organized all aspects of national conference for a cooperative of electricity suppliers; assembled exhibitors and speakers and tended to conference details; drafted copy for the conference brochure and booklet.
* **Business-to-business publishing firm.** Edited newsletters about crisis and issues management, community relations, organizational development, and behavioral PR.

**EDUCATION**

**Bachelor of Arts, Communication, University of New Hampshire**