**PROPOSED STAFF RESUME**

***A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.***

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| **Company Name Submitting Proposal:** |  |

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| ***Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.*** | | | |
| **Contractor:** |  | **Subcontractor:** |  |

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| --- | --- | --- | --- | --- | --- | --- |
| ***The following information requested pertains to the individual being proposed for this project.*** | | | | | | |
| **Name:** |  | | | **Key Personnel:**  **(Yes/No)** |  | |
| **Individual’s Title** |  | | | | | |
| **# of Years in Classification:** | |  | **# of Years with Firm:** | | |  |

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| **BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE**  ***Information should include a brief summary of the proposed individual’s professional experience.*** |

Insert required information here.

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| **RELEVANT EXPERIENCE**  ***Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.*** |

Insert here relevant experience as it relates to this project.

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| **EDUCATION**  ***Information required should include: institution name, city, state,***  ***degree and/or Achievement and date completed/received.*** |

Insert here the requested educational information.

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| **CERTIFICATIONS**  ***Information required should include: type of certification and date completed/received.*** |

Insert here any certifications proposed individual has received.

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| **REFERENCES**  ***A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.*** |

Insert here a minimum of three (3) references with the above information.