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# PROPOSAL COORDINATOR RESUME

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## Summary:

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A highly motivated and organized individual with proven years of experience as a coordinator; has vast expertise as Proposal Coordinator; ability to source out proposals for the organization that will ensure accuracy, development and integrity; excellent communication skills both in oral and in writing; uncommon interpersonal skills; distinguished as good leader and good team player

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## Professional Experience:

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Chief Proposal Coordinator January 2007 – present  
Cooper Carry Inc., Atlanta, GA

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## Responsibilities:

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Coordinated with the proposal team to regulate inputs and evaluation of rapid response proposals and graphics.  
Supervised the schedules and resources involved in the production and delivery of a response.  
Devised bid packages and disseminated documentations to proposal teams and obtained all bid files, folders and records.  
Supervised the production of drafts and final text and graphics.  
Received input from writers and staff and recorded all proposal materials.  
Facilitated bid reviews and status meetings.  
PR Marketing Coordinator May 2004– January 2007  
Honeywell, Columbia, MD

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PR Marketing Coordinator May 2004– January 2007  
Honeywell, Columbia, MD

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## Education:

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Masters Degree in Marketing, Stanford University, 1999  
Bachelor of Science in Business Management, Stanford University, 1994

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## Skills:

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- Driven and determined
- Good communication skills, both written and verbal
- Skills in creativity approach to new campaigns
- Good negotiating and interpersonal skills
- Strong organizational skills
- A high standard of computer literacy

## Awards and Honors:

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Dean's Lister, Stanford University, 1994  
Senior Member, MBA Association, 1999

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