
Proposal Specialist Resume

Job Objective

To obtain a position as Proposal Specialist in which my skills can help to increase the number of clients and sales for the company.

Highlights of Qualifications:

- Admirable experience in providing support to winning proposals
 - Outstanding knowledge of Federal Procurement Process
 - Profound knowledge of Proposal Process
 - Remarkable ability to coordinate with various team members
 - Exceptional ability to travel frequently
 - Excellent communication skills in both oral and written forms
 - Skilled to maintain high productivity of processes
 - Proficient in analyzing difficult problems
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Professional Experience:

Proposal Specialist
Johnson Controls, Chicago, IL
May 2006 – Present

- Developed various production process and prepared customer proposals as required.
- Managed all proposal documents and ensured draft according to customer specification and requirements.
- Administered production process and prepared proposal documents.
- Performed regular research and gathered customer specific information from various customer web sites.
- Coordinated with personnel and reviewed relevant sections of proposals and ensured accuracy to requirements.
- Facilitated in importing various computer generated graphics in various proposal documents.
- Maintained on line library of proposal related documents and updated contents for various services.
- Prepared final proposal documents in both hard and soft copy to be presented to customers.

Proposal Specialist
The Staffing Resource Group, Inc, Chicago, IL
March 2003 – April 2006

- Prepared proposals and performed appropriate research and communication for same.
 - Organized materials and developed proposals and associated productions.
 - Assisted in proposal processes and developed associated review strategies.
 - Ensured compliance to all RFP requirements and prepared proposal schedule.
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Education:

Bachelor's Degree in Marketing
Lewis & Clark College, Portland, OR

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