

# TECHNICAL PROPOSAL WRITER FOR FEDERAL CONTRACTOR RESUME

## Summary:

Versatile and motivated Technical Proposal Writer with proven years of experience in Technical Proposal Writing; has the ability to work independently and be self-directed; uncommon communication skills both in oral and in writing; excellent interpersonal skills; has a proven ability to devise proposal; experience in a professional services organization; experience in writing proposals for various products

## Professional Experience:

Technical Proposal Writer for Federal Contractor January 2007 – present  
Linium, Albany, NY

## Responsibilities:

Devised and revised large proposals to the US military  
Achieved proposal objectives and remains up-to-date on all amendments and modifications by communicating the work of other involved departments  
Captured plans and assisted in developing proposal strategies  
Formulated proposal compliance matrix  
Liaised with business and technical staff to collect materials needed  
Formulated and developed draft reports test documentation, technical manuals presentations and other production documentation as required  
Technical Proposal Writer May 2004– January 2007  
Bae Systems, McLean, VA

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Technical Proposal Writer May 2004– January 2007  
Bae Systems, McLean, VA

## Education:

1994- 1999 Master of Science in Marketing  
Stanford University, CA  
1990 – 1994 Bachelor of Science in Business Administration Major in Marketing  
Stanford University, CA

## Skills:

- Proficiency in both oral and written communication skills

- Proven ability to create high quality written documentation
- Strong interpersonal skills
- Extensive knowledge of MS Office Suite, including Visio

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## Summary:

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- Dean's Lister, Stanford University, 1994

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