
TECHNICAL PROPOSAL WRITER RESUME

Objective:

To be able to work as Technical Proposal Writer Manager and utilize my advanced technical writing skills in fulfilling the company's objective and goals. My expertise in visual and graphic presentation will be very helpful in providing the most effective technical proposals.

Education:

Master in Computer Applications, 2002
Yale University

BS In Computer Science, 1999
Yale University

Skills:

- Project management
- MS Office/Project/Access, Visio/Info Path
- NetQos, Softricity
- SMTP, DNS
- Advance customer skills
- Word, Excel, PowerPoint
- AJAX, HTML, CC+, DWH
- Versatile and motivated Technical Proposal Writer
- MS Excel, MS Word, MS Visio, MS PowerPoint, Adobe, Photoshop
- Uncommon communication skills both in oral and in writing
- Conversant in technical languages

Professional Experience:

- Technical Proposal Writer II, 2008-present
- Hallex Corp., Georgetown, MA

Responsibilities:

- Generated proposal compliance matrix for the US military.
- Devised new methodologies and strategies to achieve proposal objectives.
- Captured and revised plans for a more efficient and effective work schedule.
- Technical Proposal Writer I, 2005-2008
- Hallex Corp., Georgetown, MA

Responsibilities:

- Formulated draft reports and test documentation before collecting the materials needed.
- Designed technical manuals and presentations for advertisement purposes.
- Coordinated with professionals in formulating proposals involving internal subject matters.
- Asst. Technical Proposal Writer, 2002-2005
- Hallex Corp., Georgetown, MA

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Certifications and Affiliations:

American Society for Advanced IT Personnel
Certificate in Customer Relationship Skills

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