**[Business Development Operations](https://www.postjobfree.com/resume/ad3z7h/business-development-crofton-md)**

**Location:**Crofton, MD

**Posted:**February 29, 2024

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**Resume:**

Christine brown

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Professional Profile

Seasoned Proposal Development Management Professional well-versed in the entire business development lifecycle, business operations, needs and best practices. Strategic thinker and analytical problem-solver with more than 13 years of experience in the field. Pursuing new professional challenges with a growing company.

Proposal management

RFP pre-bid & proposal response

Proposal planning & implementation

Project tracking & reporting

Expert communication skills

Process flow design & documentation

Technical Skills

GovWin

GSA eBuy

MS PowerPoint

Microsoft Teams

MS SharePoint

Adobe Creative Suites

Sam.Gov

MS Word

MS Excel

Project

Bloomberg Gov

SalesForce

Professional Experience

Proposal Manager Independent Consultant

Date: 12/2021–Present

Provide draft and final input to technical, management or personnel sections of proposal volumes; work with subject matter experts to translate technical information into proposal text in response to RFP requirements

Provide major proposal support in areas to include past performance and resumes with activities including interviewing subject matter experts, creating new text, and tailoring existing information to meet RFP requirements

Review and edit proposal sections and volumes, understanding and meeting the proposal schedule; work with other proposal and review team members, prepare documentation for formal reviews, and respond to direction from the proposal manager

Oversee and mentor junior writers and editors, as well as allocate writing assignments and activities among writing team members

Collaborate with proposal managers, technical and management staff within business operations, capture managers, and corporate support staff

Support development and refinement of templates, and standardized processes to streamline proposal development

Lead/support proposal color reviews

Provide support for desktop publishing, editing, formatting for volumes as needed or required in line with company branding

Coordinate and review/edit proposal input from a variety of stakeholders

Oversee/produce kickoffs, compliance matrices, proposal schedule/calendar, and proposal volume templates, and proposal outlines based on solicitation requirements

Manage the development of proposal content and schedule

Ensure adequate planning for all proposal activities; maintain strict control of proposal teams to ensure adherence to the schedule and manage deadlines

Managed activities of the entire federal government proposal process, from pre-RFP through customer debriefs

Collaborated with the business development team to develop strategic business plans

Worked with the capture manager to identify strategic partners and determine team members’ roles and responsibilities

Conducted strategy sessions on each proposal effort to develop win themes and strategies, identified and assessed competitors and determined client hot buttons and risk issues

Performed RFQ/RFI/RFP analysis, created compliance matrices, and developed detailed storyboard and writing proposal plans, schedules, and outlines/templates to control proposal development

Determined resource requirements, delegated writing assignments, managed schedules, and provided insight and guidance to authors on content and graphics development

Anticipated potential problems and collaborated with managers to provide practical solutions

Led proposal development meetings (kick-off, daily stand-ups)

Managed the proposal support resources, including subcontractors, consultants, contracts and pricing department representatives and liaised with teaming partners and external suppliers

Managed proposal reviews and ensured proposals complied with RFP requirements, contained win themes and strategies, and complied with standard format and style criteria

Tracked and reported status of all proposal elements

Prepared and delivered all proposal volumes and other required proposal deliverables

Led and directed marketing team in the development of standard proposal-ready content (boilerplate)

Participated in win-loss debriefings and reported lessons learned for proposal efforts

Key Highlights

Successfully produced proposals to DOD, NASA, DOL, DOS, DOJ, IRS, FDA, FAA and others covering IT Support services, Cybersecurity, Data Center, Program Management, Cloud Services, Big Data Analytics, Call Centers etc. while achieving 100% technical compliance

Managed Large IDIQ’s : CIOSP3, EC2, T4NG, JETS 2.0, OAISIS

Streamlined the process of producing bids to decrease the cycle time specific to business needs

Coached individual team members to enhance on strengths and improve weaknesses

Introduced to the team new technologies and regularly conducted Shipley refresher trainings to eliminate redundant processes

Key Clients: Sparksoft Inc., Systems Integration Inc. (SII), 1-Source, IntelSat inc., Maximus Inc., Insight Technology Solutions, LLC

Proposal Manager Harmonia,Inc

Date: 06/2021-12/2021

Oversaw proposal activities, including directing proposal personnel, managing proposal schedules and deadlines, developing proposal outline and compliance matrix, and monitoring the progress of the proposal

Assisted the Capture /Business Development (BD) Manager with management and directions of all proposal efforts and personnel

Directed the creation and review of proposal outlines and compliance matrices used as a key document designs and control mediums

Analyzed RFP/bid requirements against the proposal outline to ensure both compliance and responsiveness

Built proposal compliance matrices to track the fulfillment of all requirements

Conducted regular proposal progress status meetings and maintained the proposal schedule

Developed Color Team plans for interim review and internal evaluation of the technical, management, and overall proposal approaches

Directed writing and revision tasks/ IDIQ’s

Worked with the volume leads to ensure inter-volume compatibility was achieved

Developed a Red Team plan for the final review and internal evaluation of the proposal

Ensured that appropriate Red Team comments are incorporated into the final proposal and overall submission is on-time and compliant

Key Customers: DOD, DHS (ICE), CENSUS BUREAU, DOT, DOL, DOJ, CIOSP3

Proposal Manager QOMPLX INC.

Date: 09/2020-06/2021

Oversaw proposal activities, including managing proposal schedules and deadlines, developing proposal outline and compliance matrix, and monitoring the progress of the proposal

Assisted the Capture /Business Development (BD) Manager with management and directions of all proposal efforts and personnel

Directed the creation and review of proposal outlines and compliance matrices used as a key document designs and control mediums

Analyzed RFP/bid requirements against the proposal outline to ensure both compliance and responsiveness

Built proposal compliance matrices to track the fulfillment of all requirements

Conducted regular proposal progress status meetings and maintained the proposal schedule

Developed Color Team plans for interim review and internal evaluation of the technical, management, and overall proposal approaches

Developed a Red Team plan for the final review and internal evaluation of the proposal

Proposal Development Management Mold Medic Natural Disaster Recovery Systems (NDR)

Date: 08/2012 – 8/2020

Participated in the development and review of proposal strategies and themes, and managed the development of a Proposal Management Plan (PMP)

Managed day-to-day business development and proposal management activities, including marketing initiatives, development of proposal work plans, schedules and milestones specific to each proposal effort

Coordinated all proposal activities from capture to final submission

Facilitated development of all written, oral, and cost components of proposal submission

Interfaced regularly with senior management and program managers to ensure consistency, concurrency and accuracy of messages across volumes

Maintained understanding of bid strategies as they evolved and worked with team to ensure integration of message into overall proposal response

Created RFP outlines, compliance matrices, and mockups as necessary, ensuring overall compliancy

Conducted daily stand-up meetings to communicate proposal effort status and address issues as necessary

Worked with human resources to establish labor category mapping for proposed personnel

Monitored government RFP communication releases, update requirements as necessary, and disseminated information accordingly

Facilitated color team reviews to produce quality and actionable feedback

Updated and maintained tracking database monitoring team performance metrics

Interfaced regularly with internal departments and all subcontractors

Ensured security and configuration control of proposal at all times

Other duties in Business Development/Capture

Collaborate with proposal managers, technical and management staff within business operations, capture managers, and corporate support staff

Create reports and presentations detailing business development and capture activities

Assist with developing new business by networking with valuable customers

Assist with identifying and pursuing valuable business opportunities to generate new company revenue and improve bottom line profit

Research and identify opportunities for growth in Outreach Programs

Participate and actively engage in strategy meetings with other shareholders

Key Customers: DOD, FEMA, HHS (CMS, OWH, ACF, FDA, CDC, MCHB)

Proposal Manager Hewlett - Packard

Date: 03/2008–07/2012

Coordinated proposal production efforts using the Shipley Associates Method

Expanded the infrastructure of the proposal center

Maintained regular interface with subcontractors and field support

Reviewed RFP/PWS for proposal production and documentation guidelines, working with proposal manager to develop and communicate proposal schedules, outlines, assignments, baselines and storyboards

Served as the point of contact for compiling and formatting proposal documents

Coordinated required deadlines and materials with staff and subcontractors

Worked with proposal manager to establish proposal-specific archive site; posted relevant materials to the site

Developed templates and standards for proposal preparation; maintained action item lists

Provided desktop publishing, copying, and distribution support.

Enforced editorial standards and edited and proofread proposal documents

Reviewed RFPs/other documents, researched and acquired appropriate reuse material

Developed and maintained database of reference profiles to identify and qualify corporate references to support the winning of new business

Distributed RFP and associated materials to proposal team and ensured that all updates, amendments, and modifications were received and distributed in a timely manner

Coordinated conference calls, data calls, time, accurate email notifications and updates to proposal team

Maintained graphics and publication logs

Key Customers: USAID, USDA, FDA DOD, DOT, IRS, DOE, DOI ($19M to over $200M)

Proposal/Publications Manager Maden Technologies Inc.

Date: 03/2001–02/2008

Managed Production/Publications Department staff, including graphic artists, word processors, and editors; and coordinated all departmental tasks and activities

Developed policies and procedures related to the functions of the department including creating a scheduling tool to track publications and ensure proper staffing

Assisted in development and completion of NAVAIR PMA209 Program Operating Guide

Coordinated production for each effort ensuring compliance with RFPs

Worked closely with senior management to coordinate team color reviews, ensured proper staffing, and established strict timelines to meet delivery dates

Key Customers: ARMY CECOM, SPAWAR, NAVAIR, NAVY

Professional Training & Education

Shipley Associates Writing Winning Proposals and Capture Planning, Managing Federal Proposals

University of Phoenix, On – line Major: Business Management

Sample of agency wins: HHS (CMS, CDC, MCHB, ACF), NASA, FAA, DOT, IRS, DHS (ICE), DOJ, GSA Schedule IT70, GSA ALLIANT 2, Seaport-e, CMS, GSA Alliant 2 SB, CIOSP3, TSS2