

## Meghan A. C. Tompkins, CF APMP

### Key Achievements:

Tasks	Example Achievements
<b>Proposal Team Lead</b>	<ul style="list-style-type: none"><li>▪ Report directly to the Proposal Manager.</li><li>▪ Lead teams of 5-10 people, including fellow proposal writers, solutions architects, subject matter experts, pricing experts, contract administrators, program/project managers, and proposal reviewers (including executive management) to design, annotate, outline, write, revise, review, and submit winning proposals.</li></ul>
<b>Proposal Coordination</b>	<ul style="list-style-type: none"><li>▪ Developed winning proposals worth over \$10 million for Department of Homeland Security, Department of the Navy, Defense Logistics Agency, and other federal government contracts.</li><li>▪ Streamlined and documented processes for proposal lifecycle from kickoff meeting to production, shipping, desktop publishing, and submission.</li></ul>
<b>Proposal Writing</b>	<ul style="list-style-type: none"><li>▪ Wrote 15-page technical submission for Multiple Award Contract (MAC) opportunity with little oversight – submission was highly praised for clarity, conciseness, and compliance with requirements.</li></ul>
<b>Knowledge Management</b>	<ul style="list-style-type: none"><li>▪ Created Past Performance Information documents for 10 recent (within past 4 years) projects for company to use for proposals, responses to industry surveys, marketing materials, etc.</li><li>▪ Maintain proposal processes and past submission repositories on company SharePoint site.</li></ul>

### Technologies:

<b>Operating Systems</b>	<ul style="list-style-type: none"><li>▪ Microsoft Windows</li><li>▪ OpenSUSE Linux</li><li>▪ MAC OSX</li></ul>
<b>Software</b>	<ul style="list-style-type: none"><li>▪ Microsoft Office Suite</li><li>▪ Adobe Reader, Acrobat, Photoshop, Illustrator</li></ul>
<b>Content Management Systems and Web Apps</b>	<ul style="list-style-type: none"><li>▪ Weebly</li><li>▪ WordPress</li><li>▪ Microsoft SharePoint</li></ul>

### Related Experience:

Position Details	Responsibilities
<b>Proposal Writer</b> <b>TRI-COR Industries, Inc., (TCI)</b> <b>Alexandria, Virginia</b> <b>February 2015-Present</b>	Lead proposal team to coordinate proposal efforts, which includes: <ul style="list-style-type: none"><li>▪ Writing proposal sections</li><li>▪ Creating and maintaining proposal schedules</li><li>▪ Organizing color team reviews (e.g. Pink Team, Red Team, Gold Team, etc.)</li><li>▪ Collecting feedback from reviews and coordinating with other proposal writers</li><li>▪ Conducting research for colleagues</li><li>▪ Collecting and updating metrics from past performances to use in future proposals</li><li>▪ Serving as Knowledge Manager for bid team</li><li>▪ Providing feedback on proposal sections and graphics during proposal process</li><li>▪ Assisting with desktop publishing of final proposals</li><li>▪ Reporting to Proposal Manager, assist with implementing and enforcing process</li></ul>

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improvement

- Organizing SharePoint pages for multiple opportunities
  - Writing capabilities briefs and responses to RFIs with quick turnaround
  - Assisting graphics department with prose for marketing materials.
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### **Technical Writing**

#### **Intern**

**Advanced Supportability Systems Engineering Technologies & Tools, Inc. (ASSETT)**

**Manassas, Virginia**

**July 2014-February**

**2015**

Assisted Senior Science Officer, Business Development Lead, and other executive level employees in writing and editing a variety of professional documents shared using SharePoint. These documents included:

- Small Business Innovation Research (SBIR) proposal sections such as past performance and key personnel resumes
  - Responses to RFIs
  - Responses to data calls
  - Laboratory reports
  - Policy and procedure handbooks
  - Company brochures
  - Document design (Adobe Illustrator & Photoshop, and Microsoft Word & PowerPoint)
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### **Key Carrier and Team Member**

**Total Wine & More**

**Manassas, Virginia**

**July 2012-August 2014**

Promoted to Key Carrier in 2013, which entailed:

- Opening and closing the store for business
  - Supervising fellow front-end (customer-facing) team members
  - Monitoring transactions to ensure accuracy
  - Completing and submitting weekly billing documentation to the corporate office
  - Providing friendly customer service
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## Education and Certifications

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**George Mason University** M.A. in English

**Fairfax, Virginia**

**May 16, 2016**

- Concentration: Literature
  - Certificate: Professional Writing & Rhetoric
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**Christopher Newport**

**University**

**Newport News, Virginia**

**May 12, 2012**

B.A. Magna Cum Laude in English

- Concentration: Writing
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**Association of Proposal**

**Management**

**Professionals**

**Northern Virginia**

**Chapter**

**October 21, 2016**

Certified Foundation (APMP CF)

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