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Key Attributes

- Full-cycle Business Development
- Marketing & Strategy
- Capture Management
- Fund Procurement

Clearance: Top Secret

Tools

- Microsoft Office Suite
- Adobe Applications
- Deltek Costpoint CRM
- Govwin IQ, FBO
- Skype Business
- SharePoint
- GoTo Meeting/Webinar
- Little Green Light
- CORE (formerly DocBase Direct)
- e-Buy
- e-Verify
- Concur
- VTC, Prezi
- Cisco Jabber
- Lync
- SalesForce

Relevant Experience

Business Development Management

- Preparation of B&P budget & forecasts
- Capture Management, Management of Gate Reviews. Pipeline planning & forecast
- Total lifecycle BD planning including analysis, forecasting, scheduling with all stakeholders (pricing, contracts, upper management, subcontractors)
- BD Team Management – experience managing over 10 teams/ 36 individuals
- Assignment & management of key representatives in BD efforts applicable to key BD areas
- BOE creation. Staffing & Transition Plans

- Management of Investor Relations, New & Existing Clients, and BOD Members
- Teaming Agreement, Non-Disclosure Agreement, and Contract Compliance
- Development of Channel Distribution and applicable Marketing for distribution
- Management of BD Relationships, Networking, Database Management, Community Involvement
- Analysis of Industry Trends, Competitive Analysis, Best Business Practices and Quality Trends
- Liaison between Executive Management, Sales Teams, and Stakeholders/Clients
- Extensive experience writing Management, Technical, Small Business, & Past Performance volumes, white papers, position descriptions. Have also written press releases, SOPs, QCPs, Transition Plans, RMPs, Sources Sought marketing plans and strategies.
- Employee Engagement Development

Position History

- Owner, Avanti Services LLC
2012 – present
- BD Field Associate, SM&A
2016 - present
- CWIS, LLC, Business Development/Proposal Management
2016 - 2017
- Business Development/Proposal Writer, Vectrus (formerly ITT Exelis Mission Systems)

- 2014 – 2016
Executive Director, MPHA
- 2013 – 2016
- Business Development/Operations, DECISIVE ANALYTICS Corp.
2010 - 2014
- Business Development/Operations, Quantum International Research
2008 – 2010
- VP of Communications/Operations, AUSA
2008 – 2016

Training, Certification & Affiliations

- APMP – Foundation
- Shipley & Lean Six Sigma Training
- BNI, Women in Defense (WID), Women Mentors in Small Business (WMSB), Mastermind Marketing Professionals (MMP), NDIA, Colorado Springs Young Professionals (CSYP), VP - National Committee of Young Professionals – AUSA, Toastmasters



Highlights of Project History

- *Capture/Proposal Manager* - HUD M&M FSM (3.6 - 3.10) – US Department of Housing & Urban Development – Marketing & Management Field Service Management – US and US Territories - \$35M+
- *Capture & Proposal Manager* – FEMA Emergency Management Housing Inspection Services – Disaster inspection emergency response in support of FEMA’s individual housing program - \$80M+
- *Capture & Proposal Manager* – US Army Garrison – Vicenza Italy – Base support services – housing services to include janitorial, preventative maintenance, & military housing inspections - \$12M
- *Proposal Manager* - ASOpS Instructor, Information Technology & Security Services – Peterson AFB - provide highly specialized instructors, information technology professionals, and security services to support ASOpS - \$19.5M+
- *Proposal Writer/Volume Lead Support* - KBOSS – US Army – Kuwait-Base, Operations & Security Support Services program supports key Army installations across Kuwait including Camp Arifjan, Camp Buehring, Udairi Range Complex, Camp Patriot on the Kuwait Naval Base and sites at Kuwait City International Airport - \$118M+
- *Volume Lead* - Maxwell BOS – US Air Force - The Maxwell Base Operating Services provides the full range of base support for the U.S. Air Force Air Education and Training Command plus 18 major tenant units at Maxwell AFB in Montgomery, Alabama \$37M+
- *Proposal Writer* - ACE-IT – US Army Corps of Engineer - Information management and information technology support services to more than 37,000 U.S. Army Corps of Engineer customers. The effort also includes rapid response and flexible support for emergency operations - \$517M
- *Proposal Writer* - FSET – US Navy – Fleet Systems Engineering Team - C4ISR (Command, Control, Communication, Computer, Intelligence, Surveillance and Reconnaissance) systems.
- *Proposal Writer* - OMDAC SWACA – US Army - The Operations, Maintenance and Defense of Army Communications in Southwest Asia and Central Asia program provides operations and maintenance services and support for communications and information systems - \$788M+
- *Volume Lead* - QBOSS – US Army - The Qatar Base Operations Support Services program provides a full-spectrum of life support services for U.S. Army installations located in Qatar - \$28M+
- *Proposal Writer* - TSBMCII – Turkey/Spain – Base Maintenance Contract - full spectrum of day-to-day base operations and maintenance services in several locations across Turkey and at Morón Air Base in Spain. The Turkish locations include: Incirlik Air Base, Izmir Air Station, Ankara Support Facility and the Office of Defense Cooperation
- *Volume Lead* - UASOCS – US Air Force – Unmanned Aerial Systems Operations Center Support - ensures cybersecurity, confidentiality, integrity and availability of the U.S. Air Force unmanned mission networks.
- *Capture, Management & Volume Lead* - COSMIC – Concepts & Operations for Space & Missile Defense Integration capabilities - Provide U.S. Army Space and Missile Defense Command / Army Forces Strategic Command (USASMDC/ARSTRAT) with Space, Near Space, Missile Defense, Cyber, Capabilities Integration and Development support - \$482M+
- *Capture, Management & Volume Lead* - MiDEASS – MDA – Missile Defense Agency Engineering & Support Services – Information Assurance & Computer Network Defense TOs
- *Capture, Management & Volume Lead* - D3I – US Army Strategic Missile Defense Command /Army Forces Strategic Command (USASMDC/ARSTRAT) – Design, Development, Demonstration & Integration - data and information systems, mission command, communications and computers, cyberspace, data fusion, data integration, and data exploitation - \$504M+
- *Proposal Management & Writer* – J&J Maintenance through Palmer Consultants – responded to over 100 Task Orders resulting in multiple awards valued currently at \$127M+
- *Executive Director* – MPHA, Anshutz Foundation grant \$1.5M, plus an additional \$500K. Chase Foundation \$50K, plus an additional \$50K.
- *Executive Director* – Women Helping Women – National Endowment for the Arts grant \$100K, plus an additional \$36K.
- *Business Development* – Delta Force – Secured 3 new contracts in the value of \$1.8M