

Jordan Ellis

PROPOSAL COORDINATOR

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Summary

Proposal coordinator with 3 years of proposal coordination for federal and architecture-engineering bids, now supporting 25+ proposals a year at a cybersecurity contractor. Builds trackers in Excel, formats volumes in Microsoft Word and Adobe InDesign, and brings attention to detail and organizational skills to tight deadlines.

Skills

- Proposal Coordination • Microsoft Word • Excel • PowerPoint • Adobe InDesign • Adobe Acrobat • SharePoint • Outlook
- Attention to Detail • Organizational Skills

Experience

Proposal Coordinator

07/2024 - Present

Dulles Corridor Technologies

Herndon, VA

Federal cybersecurity and cloud contractor with 400 employees.

- Coordinate 25+ proposals a year, tracking **300+** deliverables and due dates in Excel and SharePoint.
- Produce technical and price volumes in Microsoft Word and Adobe InDesign to RFP page and font limits.
- Organize kickoff meetings and color team reviews through Outlook and Teams for writers in groups of 8 to 15.
- Compile final volumes in Adobe Acrobat and upload them to agency portals, with 100% on-time delivery.

Marketing Coordinator

09/2023 - 06/2024

Loudoun Engineering Associates

Ashburn, VA

Civil engineering firm pursuing state and local government work.

- Assembled 20 SF330 qualifications packages and RFQ responses for civil engineering pursuits.
- Designed project sheets and PowerPoint graphics, updating 120 project descriptions for reuse.
- Proofread resumes and project write-ups for 40 engineers before each submission.
- Tracked 35 RFQ due dates for 6 principals in a shared Outlook calendar.

Education

Bachelor of Science

05/2023

Virginia Tech

Blacksburg, VA

Marketing

Certificates

APMP Foundation

03/2025

Association of Proposal Management Professionals