

Laura Bennett

Proposal Manager

Proposal manager with 8 years in federal IT services proposals and 4 years of proposal management on bids worth \$25M to \$300M. Builds compliance matrices and proposal schedules, runs color team reviews and edits volumes to Section L and M, using strong writing, editing and communication skills to hit tight deadlines.

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Experience

Proposal Manager

Sentinel Ridge Federal Solutions • Reston, VA

03/2022 - Present

Federal IT services contractor with 1,200 employees supporting DHS and civilian agencies.

- Manage 18 to 22 federal proposals a year from RFP release to submission, winning **\$410M** in contract value.
- Build compliance matrices and annotated outlines in Excel and Microsoft Word within 3 days of each RFP release.
- Facilitate kickoff meetings and pink, red and gold color team reviews for writing teams of up to 25 people.
- Maintain a SharePoint content library of 600 boilerplate sections, resumes and past performance write-ups.

Proposal Specialist

Potomac Civic Systems • Herndon, VA • 06/2018 - 02/2022

Civilian agency IT modernization firm with 350 employees.

- Coordinated 45 proposals through Microsoft Teams and SharePoint, delivering 100% of submissions before the deadline.
- Edited technical volumes for Section L and M compliance, cutting red team findings by 30% over 2 years.
- Produced oral presentations in PowerPoint for 6 shortlisted bids, 4 of which were awarded.
- Formatted and finalized volumes in Adobe Acrobat, checking page limits, fonts and bookmarks before upload.

Skills

Proposal Management
Compliance Matrices
Color Team Reviews , Writing
Editing , Microsoft Word
Excel , PowerPoint
SharePoint , Adobe Acrobat

Education

Bachelor of Arts

George Mason University

Fairfax, VA

05/2018

Communication

Certificates

APMP Practitioner

Association of Proposal
Management Professionals

09/2023

APMP Foundation

Association of Proposal
Management Professionals

04/2020