

Sofia Navarro

PROPOSAL SPECIALIST

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SUMMARY

Proposal specialist with 5 years on federal and state proposals for Air Force and health IT services. Builds compliance matrices and proposal schedules, handles writing and editing of reusable sections, and lays out volumes in Adobe InDesign, with strong time management and attention to detail on 12 to 15 bids at once.

SKILLS

Other Skills: Compliance Matrices, Proposal Schedules, Writing, Editing, Microsoft Word, Excel, Adobe InDesign, SharePoint, Outlook, Time Management

EXPERIENCE

Proposal Specialist 02/2023 - Present
Alamo Mission Systems San Antonio, TX

Air Force and healthcare IT services contractor with 700 employees.

- Manage 12 to 15 proposals at a time from compliance matrices to final production, winning **58%** of 2025 bids.
- Write and edit past performance, transition and quality control sections reused across 40 bids a year.
- Build proposal schedules and trackers in Excel, sending daily status updates to writers through Outlook.
- Design graphics and cover pages in Adobe InDesign for 30 volumes a year.

Proposal Coordinator 01/2021 - 01/2023
Brooks City Health Solutions San Antonio, TX

State and federal health program administration firm.

- Coordinated 50 state Medicaid and federal health proposals, uploading every final volume before its deadline.
- Formatted volumes in Microsoft Word to RFP page and font limits, with zero compliance rejections.
- Maintained a SharePoint library of 300 resumes and 75 past performance write-ups.
- Tracked writer assignments for teams of up to 12 people in a shared Excel log.

EDUCATION

Bachelor of Business Administration 12/2020
University of Texas at San Antonio San Antonio, TX
Marketing

CERTIFICATES

APMP Foundation
Association of Proposal Management Professionals
06/2022