

Natalie Cho

Proposal Writer

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Summary

Proposal writer with 6 years of professional writing, including 3.5 years of proposal development for federal health IT and analytics contracts. Turns subject matter expert input into compliant, persuasive sections, handles editing and proofreading for volumes of 150+ pages, and can work independently and manage multiple projects on tight deadlines.

Experience

Proposal Writer

04/2023 - Present

Ballston Analytics Group

Arlington, VA

Federal consulting firm with 500 staff in health IT and data analytics.

- Write management, staffing and past performance sections for 30+ proposals a year, contributing to **\$140M** in awards.
- Interview 10 to 15 subject matter experts per bid and turn their notes into customer-focused narratives.
- Edit volumes of up to 150 pages in Microsoft Word for style, page limits and RFP compliance.
- Maintain 200+ resumes and project descriptions in the SharePoint content library for reuse.

Communications Specialist

06/2020 - 03/2023

Northern Virginia Health Alliance

Fairfax, VA

Regional health nonprofit serving 14 community clinics.

- Drafted 80+ case studies, web pages and grant summaries a year for clinic programs and donors.
- Produced quarterly impact reports in Excel and PowerPoint for a 12-member board.
- Created a house style guide adopted by 6 departments, cutting review rounds from 4 to 2.
- Wrote 9 state and foundation grant applications, 6 of which were funded.

Education

Bachelor of Arts

05/2020

James Madison University

Harrisonburg, VA

English

Skills

- Proposal Development
- Writing
- Editing
- Proofreading
- Microsoft Word
- Excel
- PowerPoint
- SharePoint
- Attention to Detail

Certificates

APMP Foundation

02/2024

Association of Proposal Management Professionals