

Michelle Osei

Senior Proposal Manager

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SUMMARY

Senior proposal manager with 12 years in federal proposals and 9 years of proposal management, leading DoD and intelligence bids worth up to \$1.2B. Runs the Shipley process, directs teams of 10+ managers and writers, and holds an active TS/SCI clearance, with strong writing, editing and leadership skills.

EDUCATION

Bachelor of Arts

05/2014

University of Maryland, College Park
English

College Park, MD

EXPERIENCE

Senior Proposal Manager

05/2021 - Present

Patuxent Mission Partners

Columbia, MD

Intelligence community and DoD contractor with 2,500 cleared employees.

- Lead proposals of \$100M to \$1.2B for DoD and intelligence customers, winning **\$1.6B** in awards since 2021.
- Direct 3 proposal managers and 8 writers and coordinators, assigning 30+ bids a year by size and priority.
- Run the Shipley process from kickoff and storyboards through pink, red and gold color team reviews.
- Standardize SharePoint templates and a 900-item content library, cutting first-draft time by 35%.

Proposal Manager

08/2017 - 04/2021

Annapolis Junction Systems

Annapolis Junction, MD

Cleared engineering and analytics firm with 800 employees.

- Managed 50 proposals for intelligence community customers, winning 27 worth \$640M combined.
- Built compliance matrices and writing plans for bids of up to 600 pages under classified handling rules.
- Coached 20 engineers on writing to win themes, lifting average red team scores by one color grade.

Proposal Writer

06/2014 - 07/2017

Chesapeake Federal Group

Baltimore, MD

DoD and civilian agency services contractor.

- Wrote and edited 70 technical and management volumes in Microsoft Word for DoD and civilian bids.
- Tracked deadlines and review comments in Excel for teams of up to 20 contributors.
- Produced orals slide decks in PowerPoint for 5 shortlisted pursuits.

SKILLS

Proposal Management • Shipley • Color Team Reviews • Compliance Matrices • Writing • Editing • SharePoint
Microsoft Word • Excel • Leadership

CERTIFICATES

APMP Professional

Association of Proposal Management Professionals

11/2022

Proposal Management Workshop

Shipley Associates

02/2018