Amanda Whitfield

Technical Proposal Writer

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SUMMARY

Technical proposal writer with 5 years of technical writing, including 3 years on Air Force research and engineering proposals. Turns engineering input into clear, compliant technical volumes and handles writing, editing and review cycles in Microsoft Word, SharePoint and Teams for 25 bids a year.

EXPERIENCE

Technical Proposal Writer

06/2023 - Present

Miami Valley Research Corporation — Beavercreek, OH

Air Force research and engineering contractor with 650 employees.

- Write technical approaches for 25 Air Force research proposals a year, contributing to **$95M** in awards.
- Translate engineer notes and test data into compliant narratives that score as strengths in debriefs.
- Edit volumes in Microsoft Word to Section L page limits, trimming drafts by up to 20% without losing content.
- Coordinate reviews on SharePoint and Teams, merging comments from up to 12 reviewers within 24 hours.

Technical Writer

07/2021 - 05/2023

Gem City Software — Dayton, OH

Logistics and maintenance software company serving defense depots.

- Wrote 40 user guides, SOPs and release notes for logistics software used at 6 depots.
- Produced training slides in PowerPoint for 15 customer onboarding sessions.
- Built an Excel tracker for document versions and reviewer sign-offs across 3 product teams.
- Converted 120 legacy documents to a single template, with screenshots checked in Adobe Acrobat.

SKILLS

- **Technical Writing**
- **Writing**
- **Editing**
- **Technical Volumes**
- **Microsoft Word**
- **SharePoint**
- **Teams**
- **PowerPoint**
- **Excel**
- **Attention to Detail**

EDUCATION

Bachelor of Arts

Wright State University

English

Dayton, OH

05/2021

CERTIFICATES

APMP Foundation

Association of Proposal Management Professionals

01/2024