

RICKSNEE

CAN WRITE IT FOR YOU



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RICK-SNEE.COM

Formally commended for management approaches, resumes, and past performance on several winning proposals for contracts valued at over \$50M.

Published article in Nov. – Dec. 2016 issue of *VivaTysons Magazine* to promote Movember: “Local Movember Effort Helps Men Thrive.”

Formally commended for written sections and editing the Utility Monitoring and Control Systems (UMCS) III proposal in May 2008.



SUMMARY

As a career technical and proposal writer, I specialize in learning complicated, technical concepts and explaining them in plain language and simple graphics that resound with targeted audiences. My writing has been consistently rated the highest scores for quality by internal and federal government evaluators. I apply data analysis and organization skills to logically outline, develop, and track my content for conciseness and transparency. I hold an active TS/SCI clearance and am a Certified Foundation level member of the Association of Proposal Management Professionals (CF.APMP).



EXPERIENCE

WRITING TEAM LEAD/SENIOR PROPOSAL WRITER

(May 2012 - Present)

ENGILITY CORPORATION (formerly TASC, Inc.)

- Writes compelling resumes, past performance, management, and technical sections for federal proposals.
- Leads other writers, managing content for proposal volumes using online collaborative tools, including Virtual Proposal Center, Octant, and SharePoint.
- Develops content plans, outlines, and storyboards based on federal RFP requirements.
- Interviews subject matter experts to distill complex technical ideas into simple language.
- Creates document templates and works with artists to design graphics per company brand guide.
- Produces PowerPoint presentations for proposal writing concepts, including resumes, past performance, and features and benefits.
- Develops Access databases to manage writing team assignments and complex projects.

CONSULTING TECHNICAL WRITER

JULIE SNEE CREATIVE SERVICES (JSCS)

- Writes and edits content for JSCS and its clients.

VIVATYSONS MAGAZINE

- Copyedited draft articles and final layout for print magazine.

COTTAGE SENIOR LIVING

- Revised and reorganized Members' Handbook for a new active adult community in Huntsville, AL.

TECHNICAL WRITER

(May 2006 - November 2011)

JOHNSON CONTROLS, INC.

- Wrote technical manuals, test procedures, product specifications for design components, safety plans, and proposal sections.
- Developed tracking tools in Access and Excel.



EDUCATION

BACHELOR OF SCIENCE, ENGLISH

(August 2007)

RADFORD UNIVERSITY