


# Keylin Lutjens

## Proposal Engineer

Proposal Engineer with 1 year of experience in analyzing client requirements, developing comprehensive proposals, and providing technical support for engineering projects. Proficient in cost estimation, project scheduling, and design optimization, with a strong commitment to meeting deadlines and delivering high-quality results. Adept at working collaboratively with cross-functional teams to ensure client satisfaction and drive business growth.

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(787) 179-8225 

123 Main St, Cheyenne, WY   
82001

### Education

**Bachelor of Engineering  
in Mechanical or Electrical  
Engineering at University of  
Wyoming, Laramie, WY**

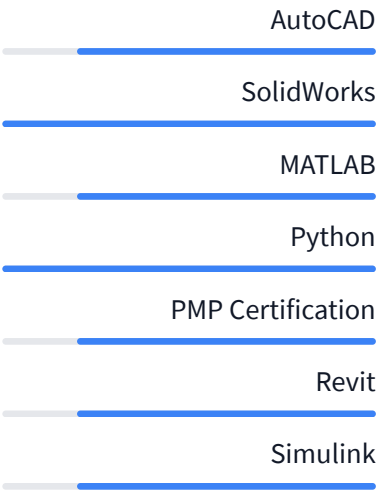
Sep 2017 - May 2022

Relevant Coursework:  
Mechanical Engineering  
Design, Thermodynamics, Fluid  
Mechanics, Heat Transfer,  
Materials Science, Dynamics,  
Control Systems, Circuit  
Analysis, Digital Electronics,  
and Microprocessors.

### Links

[linkedin.com/in/keylinlutjens](https://www.linkedin.com/in/keylinlutjens)

### Skills



### Employment History

#### Proposal Engineer at Tetra Tech, WY

Feb 2023 - Present

- Developed a comprehensive proposal for a \$50 million water treatment project in WY, resulting in a successful bid and a 20% increase in Tetra Tech's regional market share.
- Streamlined the proposal development process, reducing turnaround time by 30% and increasing the number of bids submitted by 15% annually.
- Collaborated with cross-functional teams to secure a \$30 million environmental remediation contract, expanding Tetra Tech's portfolio and strengthening relationships with key clients.

#### Associate Proposal Engineer at Trihydro Corporation, WY

Sep 2022 - Jan 2023

- Successfully prepared and submitted 15 comprehensive proposals within a year, resulting in over \$5 million in new contracts for Trihydro Corporation, WY.
- Streamlined the proposal development process by implementing a centralized database, reducing preparation time by 20% and increasing overall efficiency.
- Collaborated with a team of engineers and project managers to secure a \$1.2 million contract for an environmental remediation project, which was completed on time and within budget.

### Certificates

#### Certified Proposal Professional (CPP)

Oct 2021

#### Association of Proposal Management Professionals Certification (APMP)

Sep 2020

### Memberships

1. International Association of Proposal Management Professionals (APMP)

2. Society of Professional Engineers (SPE)