

Jazzmine Kerkow

Proposal Writer

Profile

Dedicated Proposal Writer with 1 year of experience in crafting compelling proposals for diverse industries. Skilled in understanding client requirements, conducting research, and presenting persuasive arguments. Strong organizational and time management skills, with a proven ability to meet strict deadlines. Adept at collaborating with cross-functional teams and maintaining clear communication to ensure high-quality deliverables. Committed to continuous growth and learning to drive success in a competitive market.

Employment History

Proposal Writer at Alabama Media Group, AL

Feb 2023 - Present

- Developed and submitted over 50 successful proposals in 2020, resulting in a 20% increase in new business for Alabama Media Group.
- Managed a team of 5 junior proposal writers, increasing overall team efficiency by 15% and reducing proposal development time by 10%.
- Implemented a new proposal tracking system, leading to a 30% reduction in missed deadlines and a 25% improvement in proposal quality.
- Achieved a personal win rate of 65% on submitted proposals, contributing to a total revenue increase of \$1.5 million for Alabama Media Group in 2020.

Associate Proposal Writer at Torch Technologies, AL

Sep 2022 - Jan 2023

- Successfully authored and submitted 12 proposals within the first year of employment, resulting in a 75% win rate and generating over \$20 million in new business for Torch Technologies.
- Streamlined the proposal development process by implementing a centralized document management system, reducing the average time spent on creating proposals by 30% and increasing team productivity.
- Developed and maintained a comprehensive database of reusable content, leading to a 50% reduction in the time spent on researching and drafting technical sections for proposals, allowing the team to focus on customizing content and improving overall proposal quality.

Certificates

Association of Proposal Management Professionals (APMP) Certification

Jan 2022

Certified Federal Proposal Writer (CFPW)

May 2020

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📍 123 Oak Street, Birmingham, AL 35201

Education

Bachelor of Arts in English and Communication at University of Alabama, Tuscaloosa, AL

Sep 2018 - May 2022

Relevant Coursework: Literary Analysis, Creative Writing, Rhetoric & Composition, Media Studies, Intercultural Communication, Public Speaking, Digital Journalism, and Communication Theory.

Links

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

Skills

Research

Persuasion

Organization

Microsoft Word

Adobe InDesign

Proofreading

Time management

Languages

English

French