

Introduced the company into the public sector through proposal submissions. Duties included procuring and reviewing Requests for Proposal (RFP’s), Invitations to Bid (IFB), and Sources Sought (SS) requests and identified submission requirements. Responsible for writing marketing and proposal content for municipal, federal and commercial bid and proposal submissions. Maintained communication with client contracting personnel, collected data and drafted proposal content in compliance with RFP requirements. Finalized bid/proposal end product including printing, binding, packaging, shipping, CD burning, and electronic uploads. Single point of contact for all public and private entities. Executed contract management by bridging gap between client and company once contract was awarded. Also, attended conferences as company representative.

PROPOSAL MANAGER-PROCUREMENT / *Municipal Payment Solutions
2015-2017*

PRESIDENT / *Before There Were Borders
2018-Present*

Wrote a novel and founded a project management company based on the story’s theme. The organization aims to unify efforts of non-profit and non-governmental organizations through grant writing for the stabilization and security efforts in Iraq. With Aramaic and Arabic translation, main goals include researching potential funding opportunities and grants; collaborating with NPO’s and NGO’s to deliver optimal results that adhere to an organization’s mission statement; aiding in development of proposal content; completing required documents; ensuring compliance of proposal in accordance to issuing office requirements; assembling proposal package; contract management; and post-award project management pro bono.

JOSEPHINE ATTISHA

I am a competitive project manager with a decade of experience in the building industry. I specialize in strategizing proposals in the non-profit, private, and public sector. I self-start proposal projects by managing the security and integrity of all NOFO, RFx and bid/qualification documents to ensure that client’s requirements are clearly understood. I deliver streamlined processes for all projects, from pre-bid to post-bid, using empathetic leadership and teamwork to increase an organization’s growth.

www.beforetherewereborders.com

P R O F E S S I O N A L E X P E R I E N C E

Proposal Strategist

Project Management (10 years)

Client Relations

Leadership & Teamwork

Organization & Prioritization

Ability to execute under pressure

Operational Streamlining

Document Control

Purchasing/Subcontracting

Working Knowledge of Legal Contracts

Understanding of Blueprints/ Specifications

P R O F E S S I O N A L

S K I L L S

MASTERS / PUBLIC ADMINISTRATION
*Central Michigan University
2019 - 2020*

P R O F I L E

E D U C A T I O N

BACHELORS / ENGLISH
*University of San Diego
2009-2011*

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E X P E R I E N C E ( C O N T I N U E D )

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T E C H N I C A L

I N T E R E S T S

JOSEPHINE ATTISHA

S K I L L S

ESTIMATING COORDINATOR/EXECUTIVE ASSISTANT / *Helix Electric, Inc.
2011 - 2014*

Mac & PC Operating

Microsoft Office Suite

Powerpoint

BidSync

FedBizOpps

SalesForce

Sharepoint

I procured, planned and scheduled all bids for the department; Single-point-of-contact for all projects; Completed necessary bid forms, bonds, met SBE/WBE goals, and other attachments. I would draft the emails, letters, and other forms of correspondence for VP of Estimating. Also assisted the Senior Estimator/s with drafting and editing scope letters. Generated and distributed "invitations to bid" to solicit subcontractors and vendors for pricing. I was able to work under pressure while guiding each team to submit proposals before the deadline. Managed and improved post-bid purchasing and subcontracting procedures. Additional responsibilities included ordering, printing, storing, and distributing every project's contract documents and addenda for the estimating team. Scheduled monthly department meetings, preparing agendas and compiling action items, and organized estimating classes for training purposes.

Writing/ Reading

Outdoor Adventures

History

CrossFit

Cooking

Family time

Learning new languages

Volunteering

Front desk duties such as answering multi-line phones, greeting clients, filing, scheduling appointments as well as translating for Aramaic-speaking clients. Managed clients’ files, home loan modifications, and immigration applications.

Worked in construction management on three or more projects at a time for universities, hospitals, libraries, and other commercial projects. Updated contract documents (RFI’s, ASI’s, Change Orders, etc.) Reviewed shop drawings and contract drawings to assist manufacturers in releasing material for fabrication. Coordinated and monitored subcontractors or delivered material onsite. Completed "Cost-to-Complete" reports, arranged billing and updated logs and filing on a daily basis including basic administrative tasks.delivered material onsite. Completed "Cost-to-Complete" reports, arranged billing and updated logs and filing on a daily basis including basic administrative tasks.

Worked in project management by assisting the project manager with issuing subcontracts and purchase orders to suppliers, or appropriate rental equipment per jobsite. Maintained smooth contact with field staff and gauging any conflicts; if conflicts are evident, deriving a solution with the project manager. Ordered necessary installation material requested by field staff. Conducted several administrative duties such as scheduling meetings, taking meeting minutes in pre- construction. Ordered office supplies, answered and directed phones, filing, and organization.

LEGAL ASSISTANT / *Garmo & Garmo
2009-2010*

PROJECT COORDINATOR/ *ACCURATE ENGINEERING, ICS.
2007-2008*

PROJECT COORDINATOR/ *ISEC, INC.
2004-2007*