

KIMBERLY G. GIRAMMA

Sr. Technical Writer / Proposal Specialist

407.257.5400
kim@kimgiramma.com
Orlando, Florida
LinkedIn

PROFESSIONAL SUMMARY

I am a Senior Technical Writer and Proposal Specialist with 22+ years of combined relevant experience in Technical and Proposal Writing, Proposal Management, Proposal Coordination and Desktop Publishing. I have contributed to the successful acquisition of numerous multi-million-dollar government contracts for large defense contractors. My expertise spans proposal writing and content strategy, ensuring that complex ideas are communicated clearly, persuasively, and with precision. I apply my skills to teams that need an individual contributor who works effectively with people remotely and on-site, coordinates multiple projects globally with ease, and produces high-quality, compelling communications products that satisfy multiple customers.

KEY SKILLS

- Technical Writing specialized for Government audiences
- Proposal Content Development & Compliance ensuring clarity, consistency, and adherence to RFP requirements
- Expert in Desktop Publishing using Microsoft Word and Adobe Acrobat Pro

EXPERIENCE

Independent Proposal Consultant — **2011-Present**
Proposal Writer/Manager/Coordinator/DTP — Orlando, FL

- Provides virtual and on-site proposal support, delivering expertise in writing, editing, coordination, and DTP
- Leads Technical, Past Performance, and Management Volumes, collaborating directly with SMEs to develop compelling, compliant content, including graphics and visual elements
- Serves as Lead Writer, managing and guiding teams to ensure consistency, clarity, and alignment with RFP requirements.
- Oversees end-to-end proposal management, driving timelines, compliance, and strategy to produce winning proposals
- DTP expert (Microsoft Word), ensuring professional formatting, layout consistency, and adherence to proposal submission guidelines

Lockheed Martin RMS — **2006-2017**
Proposal Writer/Manager/Coordinator/DTP — Orlando, FL

- Helped achieve significant new business win rate on multi-year captures of up to $1.2B, working directly with BD and capture teams
- Supported proposal development, production, and delivery on-site nationally, through Europe, and in the Middle East
- Supported capture leads in general proposal development tasks such as: developing compliant content strategy and outlines; managing production schedules; organizing daily meetings; and communicating ideas, issues, and problems with engineering/ proposal teams
- Collaborated with SMEs and graphic designers to develop persuasive art concepts that supported themes and messaging
- Structured and managed proposals and other documents in various collaborative virtual environments
- Lead Writer and Volume Lead for Past Performance and Management volumes of various size and complexity
- Reviewed and interpreted contract documentation to include DIDs and CDRL attachments and coordinated with project managers and technical leads to ensure alignment with contractual obligations
- Managed proposal compliance and supported compliance reviews
- Wrote HW/SW documentation for Government contracts, working directly with on-site Government personnel

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CORE PROPOSAL COMPETENCIES

- Demonstrated expertise in identifying, decomposing, and responding to Federal Government solicitations
- Demonstrated expertise in drafting and editing compelling, persuasive, and client-focused proposals tailored to RFP requirements and supporting client themes and messaging
- 19+ years of Federal Government experience as proposal author and Volume Lead
- Experienced in collaborating with cross-functional teams, including SMEs, to gather and synthesize technical information for proposals
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Adobe Pro for document creation, editing, and presentation
- Business communication techniques maintained through constant learning and practice

KEY ACHIEVEMENTS

Proposal Win Rate Boost
Lead Writer for a team of 9 writers and editors on a winning $1.2B aerospace training contract for Lockheed Martin

Team Leadership Excellence Managed multiple teams of writers, editors, and graphic artists on nearly 50 winning proposals

Manual Development Process
Created four 100+ page comprehensive manuals successfully used by 500+ banking employees

EXPERIENCE (CONT'D)

Metavante Banking Solutions — **2005-2006**
Technical Writer — Altamonte Springs, FL

- Developed comprehensive software manuals to support facilitator-led training for banking employees, translating technical knowledge into clear, user-friendly documentation
- Authored, structured, and published four new Windows-based software manuals for front-end bank tellers, enhancing workflow efficiency and onboarding processes

Siemens Power Generation — **2004-2005**
Lead Editor — Orlando, FL

- Served as Lead Editor/Reviewer for engineering customer final reports within the Final Report Solutions Team, ensuring accuracy, clarity, and compliance with client standards
- Managed the end-to-end processing of reports for eight national district offices, overseeing approximately 150 reports ranging from 3 to 650 pages
- Performed comprehensive copy editing, data processing, and formatting, refining text, verifying datasheets, and preparing customer-ready reports with a high level of precision and consistency

EDUCATION/COURSES

B.A., English, Technical Communication Concentration The University of Central Florida

Bid and Proposal Writing Certification, Association of Proposal Management Professionals (APMP)

Artificial Intelligence (AI) Certification, APMP

Winning AI: Essentials, APMP

Winning AI: Advanced, APMP