



# 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 20+ 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

## 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

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## 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

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