

# RESUME

# K.S.

Kayli Stevens

Chicago, IL

[stevens.kayli@gmail.com](mailto:stevens.kayli@gmail.com)

+1 (740) - 815 - 9215

[kaylistevens.com](http://kaylistevens.com)

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

## SKILLS

- **Writing/Editing**
  - Proposal/technical writing
  - Copywriting
  - Media writing
  - Creative writing
  - Content management
- **Project management**
  - Strategy
  - Project leadership
  - Budgeting and financials
- **Social Media marketing**
  - Strategy
  - SEO / Google Analytics
- **Microsoft Office expert**
- **Photoshop, Canva, Procreate**

## EDUCATION

Harold Washington Community College / Presently enrolled  
**Music Business, Basic Certification**

Project Management Institute / October 2020  
**Project Management Professional (PMP) certification**

Ohio University / June 2013  
**Bachelor of Science, Communication**

Seeking a career change to the entertainment industry in a creative direction or talent management role. Hands-on and proactive problem solver with over eight years of cross-functional project management experience. Highly skilled in working collaboratively with internal and external stakeholders to balance competing priorities while maintaining a laser focus on key metrics. Talented writer.

## EXPERIENCE

### Proposal Specialist, GE HealthCare

July 2020 – Present

- Project manage by planning and leading kick-off calls, resource management, content reviews, and other meetings related to the proposals.
- Compose and edit content including executive summaries, corporate overviews, and solution overviews.
- Ensure all deviations from standard Terms and Conditions are properly evaluated through approvers and commercial Contracting.
- Partner with Sales to increase orders and win rate.

### Global Bid & Project Manager, BCD Travel

July 2019 – July 2020

- Assess incoming RFx and diagnose all deliverables.
- Build project plans based on the requirements of RFx.
- Schedule project meetings and document decisions.
- Collaborate with Sales personnel, Pricing, and company leaders to ensure value proposition is well articulated.
- Serve as a departmental ambassador with cross-regional and cross-departmental stakeholders.

### Proposal Project Manager, Aon

July 2018 – June 2019

- Lead project management efforts for the RFx response.
- Provide strategic and content direction for the preparation of proposals and presentations.

### Global Bid Specialist, BCD Travel

June 2016 – July 2018

- Respond to potential client RFx.
- Scheduling and facilitating strategy discussions, SME-specific discussions, etc.