

NADIA R. KANHAI

Proposal Writer ♦ RFP Analyst ♦ Editor ♦ Designer ♦ Advocate

PROFILE

Professional writer with comprehensive background in B2B proposals, tenders, bids, marketing, reports, journalism and community communications, skilled at handling challenging projects and clients:

- Striving to do it right the first time: **listen**, view the big picture, anticipate issues, develop and write, adapt to changes, enhance outcome, and deliver top-notch results.
- **Self-motivated, flexible, and deadline-driven** to thrive in either high-pressure or relaxed environments.
- **Resourceful** in choreographing words, ideas, facts, and figures to craft and polish dynamic communications, helping the organization and client succeed.

KEY ACCOMPLISHMENTS

- Helped secure **more than 50 multi-million-dollar contracts**, collaborating with sales, operations, marketing, legal, and risk personnel to showcase products and managed services.
- **Self-directed – Improved data flow**: updated **hundreds** of content items in team database each year, streamlined operations through electronic file organization, consistently exceeded deadlines (including **100%** in busy month of March 2019)
- **Initiative – Increased** department **productivity and accuracy** more than 40 percent by **spearheading best practices and efficiencies**, such as database development, proposal templates, graphics library, requirement documentation, and style guide.
- Contributed to **96 percent client retention** by researching, compiling, editing, and ensuring final production and delivery of proposals, RFP responses, annual reports, and presentations.
- **Awards – Top Performer of the Year** during pivotal corporate acquisition. Recognized as top performer of the quarter continuously over five years. Recognized for excellence in **Who's Who Among American Editors**.
- **Mobilized and empowered** project campaigns and actions.
- **Lead Teams, trained and equipped** team members with process and technical skills.
- Elected to a multi-year term as delegate to represent large organization at regional and global conferences.
- Directed winning ballot referendum initiative at no cost to taxpayers.
- Launched and supervised cross-cultural humanitarian aid drives and advocacy campaigns.

TECHNICAL APTITUDE

- **Leadership, collaboration, and working independently** – Versatile, conscientious team player with demonstrated experience with teams, task forces and mentoring.
- Advanced computer and web skills, including Windows platforms, **Microsoft Office Suite**, Mac OSX, **QuarkXPress, Photoshop, and Acrobat Suite**, with proficiency in Qvidian, SAVO, Seismic, Illustrator, InDesign, Project, Salesforce, Ektron, HTML, Flash, Dreamweaver, CSS.
- interpreted technical scopes, specifications and procurement related documentation.
- Association of Proposal Management Professionals (**APMP**) member with demonstrated solid experience in formal and informal bidding and proposal procedures (RFP, RFQ, RFI, IFB, RFx)
- Graphic design, public relations, writing, editing and proofreading experience. Advanced verbal and written communication skills (large group presentations, array of writing styles)
- Editing consultant for national publications through Higher Education and Campus Ministry board.
- Editorial support to **ESL** writers for academic papers, business letters, essays, and reports.

NADIA R. KANHAI

PROFESSIONAL HISTORY

ODP Business Solutions, LLC, Itasca, IL (business supply distributor and retailer) 2012–present
Senior Proposal Writer/Proposal Specialist II/Bid Production Specialist

- Managed and completed more than **1,000** proposal responses, including complex global and MPS bids, service tables, proximity reports, vendor forms, and site maps.
- Reviewed, updated and formatted more than **600** documents to Qvidian database; over 90 documents into SAVO sales productivity software and knowledge repository.

Limerick Communications, Montgomery, Illinois (online community magazine) 2011–2017
Publisher and Editor

- Founded Aurora Times online publication
- Helped launch 4 online community magazines.
- Managed editorial staff, marketing, deadlines, campaigns and content.

ARAMARK, Downers Grove, Illinois (facility management services provider) 1998–2009
Proposal Coordinator/Marketing Specialist

Analyzed, researched, compiled, created/designed, edited (*Chicago Manual of Style*), distributed, and ensured final production and delivery of sales proposals, complex RFP responses, annual reports, business presentations, newsletters, and various printed and electronic promotional material.

- Expanded knowledge portal by building, designing, and maintaining intranet for several business units, transforming thick operation manuals for quick access via keyboard.
- Collaborated with engineers, attorneys, marketing, technicians, sales, IT, human resources and other subject matter experts to create and modify standard operating procedures, training manuals, user guides, and white papers.

EDUCATION AND DEVELOPMENT

Master of Arts, Liberal Studies
North Central College

Culture and Society
ABD

Bachelor of Arts
North Central College

English, Religious Studies
Naperville, Illinois

Web Designer–Graphic Design
Computer Training Source

Completed non-degree program
Warrenville, Illinois

Additional professional courses:

- Ethical and Inclusive Leadership
- Immigration Legal Advocacy (June 2014, completed Immigrant Legal Resource Center training)
- BIA/DOJ Accredited, partial

APMP course work, Driving Innovation, Creative Problem Solving, Building Sphere of Influence, Peer Engagement, Speed of Trust, Workplace Inclusion, Managing Change, Community Organization, Successful Project Management, Conflict Resolution, Gender in Professions, International Business, Leadership for Social Change, Ethics, Public Discourse, Team Building, Time Management, Grammar and Proofreading, Customer Service Skills, Immigration Legal Advocacy and Enforcement, Women in Religion, and Religion and the Media, and others provided on request.