

KRISTIN M. GRAY



240.459.0590



gray.kristin.m@gmail.com



kristinwritesitall.com

PROFESSIONAL PROFILE

Meticulous editor, business writer and internationally published journalist with a 13-year record of producing exceptional written content across diverse mediums; technically proficient in MS Office Suite and graphic design

EDUCATION

Morgan State University

- + Bachelor of Arts, Journalism
- + 2007

EXPERIENCE

KELLY SERVICES

RFP Consultant, 2018-current

- + Develops and implements process improvements to streamline proposal quality
- + Provides detailed technical and creative edits and proposal graphics support
- + Coordinates and leads proposal strategy calls with subject matter experts
- + Drives proposal responses for diverse client industries, including engineering, information technology, marketing and energy

AGILEONE

Business Development Writer, 2015-2018

- + Manages proposal development process for dynamic, multinational bids
- + Creates graphics, charts and other visuals to accompany marketing materials, proposals and presentations
- + Coordinates RFP responses with North American, EMEA, LATAM and APAC business development managers
- + Develops proposal library content for 12-plus business industries, including information technology, finance, healthcare and engineering
- + Implemented structured proposal process to include pre- and post-production documents and standardized procedures

ALLEGIS GLOBAL SOLUTIONS

Senior Writer, 2011-2015

- + Produced and maintained sales collateral repository
- + Partnered with SMEs to author industry white papers
- + Coordinated with business development leaders to create and maintain sales playbooks and other sales aids

TECHNOLOGY EXPERTISE

- + Microsoft Office 365
- + Word
- + Excel
- + PowerPoint
- + Developer
- + Publisher
- + Visio
- + Qvidian
- + Salesforce
- + SharePoint

SKILLS

Editing	●●●●●●●●●●
Content Writing	●●●●●●●●●●
Research	●●●●●●●●●●
Graphics	●●●●●●●●●●
Marketing	●●●●●●●●●●
Intermediate Spanish	●●●●●●●●●●
Photography	●●●●●●●●●●
Photoshop	●●●●●●●●●●

- + Managed proposal creation process for RFI and RFP responses in numerous business industries, including information technology, healthcare and financial services
- + Worked with SMEs to create and execute consistent RFP value messages
- + Created proposal graphics, sales presentations and organizational charts with PowerPoint and Visio

AFRO-AMERICAN NEWSPAPERS

Managing Editor, 2008-2011

- + Edited news articles, marketing materials and company website to ensure factuality, Associated Press style and proper grammar
- + Prepared news articles covering macro social issues, politics and hyper-local news
- + Managed payroll for freelance associates; coordinated freelancers' calendar and managed editorial department's weekly events calendar
- + Named in the "Who's Who in Baltimore" publication as a standout journalist

BANK OF AMERICA

Marketing Representative, 2007-2008

- + Responsible for creating and strengthening fiscal relationships with premier clientele and driving product revenue
- + Assisted customers with debt consolidation, balance transfers and general account management
- + Promoted to lead customer marketing representative after five months; recognized for outstanding performance

BALTIMORE SUN NEWSPAPER

Writer (Intern), 2006

- + Published several articles with featured bylines including "Fun on the Waterfront," "Holiday Lights" and "Ghoulish Pleasures" for the Live! and Today sections
- + Worked directly with the Live! section editor and other writers to develop copy