

# JaNeice Gilbert

## *Proposal Coordinator/DTP/Editor*

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Ms. JaNeice Gilbert has over 32 years combined experience as a marketing professional/administrator and proposal development consultant. She has diverse experience supporting proposal management efforts as a proposal coordinator, production coordinator desktop publisher, and editor.

**Ms. Gilbert has extensive experience in proposal development, coordination, and desktop publishing.**

**Her talents have been applied on major, winning proposals to local, state, and federal government customers.**

## **Capabilities and Proficiencies**

- Coordinate proposal schedules, team meetings, production efforts, and edits
- Coordinate Bid Reviews - Pink, Red, Gold
- Create and maintain RFP compliance matrices
- Prepare style sheet and acronym list
- Assist proposal managers and capture managers with rewrites and edits of resumes and past-performances
- Perform 508 Compliance editing
- Edit and DTP final document

## **Professional Proposal Experience**

### **Coordinator/DTP/Editor, Accenture**

- Creates document templates and compliance matrices using SOW and RFP
- Prepares standup brief for daily status call
- Creates/edits graphics, and provides desktop publishing support when needed

### **Editor/DTP/Graphics, ICF**

- Edits and proofreads proposals in compliance with RFP, compliance matrices, and statement of work. Creates/edits graphics, and provides desktop publishing support. Also created website mock-up.

### **DTP/Editor/Resume Fomatter/508 Compliance Editor, CACI**

- Performs desktop publishing, proofreading, and editing of proposals
- Generates acronyms list, search and review for risk and quality wording, review table and figure sequences/match name to reference, corrects graphics titles for consistency, checked for unique punctuation or spelling/spacing, grammar and sentence structure, assists with book checks, proposal production, and provides 508 Compliance editing support when needed

### **Desktop Publisher/Editor at CACI**

- ESMARTS

### **Desktop Publisher at CGI**

- PBCA Rebid to HUD

### Clients Served

- Accenture
- CACI
- CGI
- IBM
- ICF
- Lockheed Martin
- Mitre Corporation
- PSS
- Raytheon
- Titan Corporation
- Unisys
- Versar
- Xerox

### Government Customers

- EPA
- Fairfax County, VA
- GSA
- HUD
- NASA
- U.S. Air Force
- U.S. Army
- U.S. Army, Corps of Engineers
- U.S. Navy
- U.S. Departments of Commerce, Energy, Homeland Security, Interior
- Numerous state, local, and regional agencies

### QC Editor, IBM

- Proofread and edited proposals, PowerPoint presentations, and marketing materials, checked acronyms, searched and reviewed for risk and quality wording (i.e., all, ensure, every), reviewed table and figure sequences/match name to reference, corrected graphics titles for consistency, checked for unique punctuation or spelling/spacing, grammar and sentence structure, assisted with book checks, proposal production, and provided desktop publishing support when needed.

### Editor, Desktop Publisher, at Raytheon

- \$3B *DoS Anti Terrorism* proposal to the GSA

### Proposal Manager/Coordinator, Desktop Publisher, Editor at Versar

- \$50M *AETC Environmental Services* proposal to the GSA
- \$30M *GEM3* proposal to the U.S. Air Force
- \$30M *4P08 AFCEE* proposal to the U.S. Air Force
- \$27.5M *Ft. Lee BRAC* proposal to the U.S. Army, Corps of Engineers
- \$1M *Fairfax County Public Works* proposal to Fairfax County, VA

## Technical Proficiencies

### Proficient in:

- Microsoft and Mac platforms
- Adobe InDesign, Illustrator, Photoshop, ImageReady, Acrobat, PageMaker, FrameMaker
- MS Word, Excel, Access, PowerPoint, Publisher, Outlook, Visio, Project, FrontPage, SharePoint
- Corel Draw, PaintShop Pro, Print Shop, Harvard Graphics
- INPUT, Eagle Eye, Centurion, IMIS, Crystal Report Writer, FileMaker Pro, VTASS Database, Dbase III, Freelance, Org Chart

## Education and Training

- Completed Shipley's Managing/Writing Federal Proposals, Wordman, and ASCOT Training
- Undergraduate Studies in the following:
  - Communication Studies, University of Maryland
  - Information Systems Management, Ashworth College
  - WP Specialist, National Business School
  - Business Management, Northern VA Community College