

Ron Kaine, Senior Proposal Manager & Proposal Operations Builder

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Senior Proposal Manager who has supported nearly 100 Federal contract wins and \$100M+ in annual revenue through proposal operations infrastructure and execution across high-stakes submissions—templates, reusable content systems, review workflows, and SME engagement that turn fragmented input into compliant, compelling responses.

► **Proposal Leadership:** Proposal Management, Proposal Operations, Federal Contracting, RFP/RFI/RFQ Response, Color-Team Reviews, Compliance Matrices ► **Infrastructure:** Templates, Reusable Content Systems, Proposal Libraries, Knowledge Management, SharePoint, Office, Word Automation ► **Coordination:** SME Engagement, Cross-Functional Coordination, Process Improvement, Quality Control ► **AI Fluency:** AI-Assisted Workflow Improvement, AI Proficiency

Senior Proposal Manager, Proposal Operations Consultant, 1996-Present | Rockatech (Consulting Practice) | Remote. Executive-level proposal support, documentation systems, reusable content, repeatable workflow, and infrastructure

- Built proposal templates, reusable content blocks, executive summaries, proposal-support materials, decision-support assets
- Translated fragmented executive, technical, & SME source material into clear proposal content, outlines, excerpts, & use cases
- Partnered with executives to clarify priorities, strengthen messaging, and create reusable proposal & decision-support assets
- Leveraging AI-assisted workflows to accelerate proposal structure, content reuse, review preparation, and deliverable quality

Senior Proposal Manager, Operations VP, 2015-2025 | Blackdragon | Remote. Fed contracting proposal operations: proposal management, SME engagement, deliverables quality, templates, automation, & process improvement

- Led proposal operations on dozens of high-stakes pursuit teams, coordinating resources, training, and review harvesting
- Supported \$100M HHS win for first-time Federal bidder—379-page, 5-volume proposal, 7 review cycles & 2,000+ comments
- Translated complex insights into reusable frameworks, executive summaries, & clear narratives for multimillion-dollar bids
- Processed 100s of proposal volumes with rigorous compliance, clarity, consistency, quality control, & page-limited formatting
- Developed proposal templates, reusable content systems, automation, & collaboration tools for hundreds of editors & SMEs

Proposal Manager, Technology Manager, 2010-2015 | DMI | Remote/Bethesda MD. Federal proposal operations: proposal tools, technical writing team support, training, quality standards, knowledge bases, templates, and automation

- Supported 81 Federal contract wins in 3 years by leading, coaching, and supporting an international proposal writing team
- Contributed to \$100M+ in annual revenue by implementing technical, procedural, & data solutions for proposal operations
- Supported 10x proposal volume growth, 350 proposals in 3 years, as company revenue scaled from \$16M to \$250M
- Centralized 25,000+ documents and 6,000+ data points across departments, creating secure knowledge bases for operations
- Cut editing time by 40% and improved proposal consistency by creating Word templates, automation, and editor toolbars
- Won *Carpe DM award*, nominated for *Digital Performer* and *Digital Dynamite* awards, received *5 peer recognition awards*

Senior Technical Writer, 2006-2010 | Confluence | Pittsburgh PA. Managed and led Technical Writing department, task delegation, documentation systems, quality reviews, process improvement, SharePoint, and organizational skills training

- Maintained essential release operations during 44% payroll reduction by building a 134-step Release Logistics tool
- Streamlined 3K pages & 5K data records; led advanced training in SharePoint, Word, Excel, PowerPoint, Visio, & Visual Basic
- Received *5 Velocity peer recognition awards* for going above and beyond expectations—more than anyone in the company

Senior Technical Writer and Application Development Team Lead, 2004-2006 | ESS | Pittsburgh PA. Managed software development projects, supervised Technical Writers, and maintained enterprise documentation & intranet sites

- Earned *Bronze Star Award* for going above and beyond—SharePoint intranet site, extensive Excel & Word automation

Technical Writer Consultant, 2003-2004 | TEKsystems (to Lockheed Martin IT for SSA) | Baltimore MD. Managed technical documentation & status reporting for large division of multi-million dollar software development project

- Created 40 custom Word macros that saved \$50K annually, earning *Special Appreciation award* for quality and efficiency

Senior Technical Writer, 2001-2002 | Commerce One, eBI division | Columbia MD. Led a centralized team of ten people who supported internal and external customers with documentation products and Technical Writing services

Software Developer, 1992-1998 | Macfadden & Associates | Silver Spring MD. Responsibilities included: software development, documentation, web site support, client interfacing, technical training, and project management tools

Volunteer Leadership: Multiple governing boards, events coordination, training, coaching, business writing & budgeting
Bachelor's Degree, Computer Systems, 1991 | Grove City College | Grove City PA