



résumé

Andrea Collier

Andrea is a very enthusiastic, dedicated member of the PCS team. She is a bid production specialist, proficient with Microsoft Office, has highly effective co-ordination skills and an eye for detail.

Andrea demonstrates total commitment to the task in hand as well as an ability to work under intense pressure to meet very tight deadlines.

What Andrea would bring to your team

To any new team Andrea brings her extensive experience of all stages of proposal development, from bid co-ordination and planning, through document control and formatting, to final check and hard copy production. She also has valuable experience of working on complex, multi-billion pound bids, often running to many thousands of pages.

Particular strengths include:

- Preparation of book plans, compliance matrices and document control systems
- Co-ordination of the development and production of bids
- Template generation, document formatting and enforcement of corporate style
- Use of evaluation tools such as AWARD and Concurrence
- Close working with senior management
- Liaison with authors, graphics teams and editors
- Promotion of the use of best practice bid techniques



EXAMPLE ASSIGNMENTS:

- Guernsey Airport Pavement Rehabilitation
- Heathrow Terminal 2A Multi-Storey Car Park
- Heathrow Terminal 2 Energy Centre
- Hinkley Point C Main Civils Works
- Hounslow Highways PFI
- Major defence bids for Lockheed Martin (M.O.D. security clearance to SC level)
- Augusta-Westland
- Atomic Weapons Establishment
- NedRailways – South Central Rail bid
- Invensys – Singapore Metro bid
- Carlson Wagonlit
- L1 Identity Solutions