



résumé

Kay Jones

Kay has extensive experience of all stages of proposal development, from bid strategy formulation and planning, through the creation of electronic documents and preparation of graphics, to formatting and final hard copy production.

She demonstrates total commitment and an ability to work under intense pressure to meet very tight deadlines.

What Kay would bring to your team

Kay is very enthusiastic and dedicated, with highly effective co-ordination and communication skills. Familiar with the challenges of working on high profile, business-critical bids, she always leads from the front to produce a first class proposal package.

Clients appreciate the excellent support Kay provides in:

- Preparing bid production programmes and compliance matrices
- Co-ordinating the development and production of bids
- Formatting text and providing graphics for large and small proposals
- Working closely with senior management
- Liaising with graphics teams and printing/reprographics services
- Promoting the use of best practice bid techniques



EXAMPLE ASSIGNMENTS:

- Crossrail Programme Partner
- Waste PFIs: Bradford & Calderdale; Barnsley, Doncaster and Rotherham; North Yorkshire
- Major defence bids including Project Allenby Connaught
- Temporary Deployable Accommodation – Afghanistan
- King's Cross Central Southern Infrastructure Works
- Street lighting PFIs: Croydon & Lewisham
- Canadian Submarine Flotilla