

WILLIAM V. JAEGER

PROPOSAL MANAGER/WRITER/EDITOR

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QUALIFICATIONS SUMMARY

Mr. Jaeger has more than 14 years' experience with the management and development of proposals for Federal, State, and local governments; and more than 17 years' writing and editing experience including marketing and technical materials, print journalism, and creative writing. He is accustomed to working both independently and as part of a team to produce compliant proposals for Federal clients. He has extensive experience being responsible for all aspects of proposal development, from initial RFP receipt, "shred," outline, and design; through Pink/Red/Gold Team reviews; to proposal submission. Mr. Jaeger has managed numerous winning proposals including the \$100 million JANUS II proposal for the Department of State (DOS) and the \$500 million single-award DFAD IDIQ for the USDA. He has extensive experience with large IDIQ/BPA contracts as well as individual Task Order responses, and has written winning proposals for numerous Federal agencies including GSA, USDA, NIH, DOD, CDC, HRSA, and DOJ.

PROFESSIONAL EXPERIENCE

Proposal & Editorial Consultant Illumination Services, LLC Reston, VA 2016 – Present	Provides writing, editorial, and management support to a variety of clients, primarily in the DC Metropolitan area. Works with clients to produce clean, articulate copy for domestic and international audiences. Provides on-call proposal and business-development support to businesses pursuing Federal contracts. Initial clients include Abacus Technologies and the Alliance for Patient Access.
Sr. Proposal Manager VSolvit, LLC Reston, VA Ventura, CA (HQ) 2013 – 2016	As a remote employee, Mr. Jaeger was responsible for managing all aspects of the design, development, and production of proposals responding to RFPs and Requests for Information (RFIs) for Federal clients. He was involved in pre-RFP strategy and preparation, and was responsible for the preliminary shred of RFP requirements and construction of the proposal outline. He analyzed RFPs to identify potential gaps in the solicitation, and formulated clarification questions to the Government. He worked with authors to write compliant and compelling responses to RFP requirements, and served as an editor to ensure readability and "flow" of the document. He worked directly with internal and external resources (e.g., subcontractors) to collect and tailor written and graphic material for technical proposals. He selected and tailored corporate past performance write-ups for individual proposals, and coordinated the timely distribution and completion of past performance questionnaires. He organized and ran kickoff meetings and "color reviews" at developing stages of the proposal, and captured and implemented feedback from these meetings. Notable new-business wins included the \$500M single-award DFAD IDIQ and the DoS HITTSS2 IDIQ. Additionally, Mr. Jaeger designed, wrote, and implemented the first VSolvit Style Manual.
Proposal Manager Digicon Corporation Herndon, VA 2012 – 2013	Mr. Jaeger was responsible for managing all aspects of the design, development, and production of proposals responding to RFPs and RFIs for Federal and state clients. Additionally, he provided writing and editorial support for a variety of internal and external projects including white papers and internal process documents (e.g., program management plans). He was responsible for writing sections of complex technical proposals (e.g., network engineering, software development) based on SME input and existing material. He participated in the development and enforcement of the internal style guide, as well as Government Printing Office (GPO) style.
Proposal Manager QinetiQ North America Reston, VA 2008 – 2012	Mr. Jaeger was responsible for managing all aspects of the design, development, and production of proposals responding to Federal RFPs from a variety of agencies including GSA, DOJ, DOD, DOI, USDA, and DOS. Mr. Jaeger worked closely with business development and executive management to identify, classify, track, and respond to Federal business opportunities. Notable new-business wins included the JANUS II proposal for DoS (approximately \$100 million revenue); the Animal and Plant Health Inspection Service (APHIS) proposal for the USDA (approximately \$40 million); and the Occupancy and Revenue Management Applications (ORMA) proposal for GSA (approximately \$40 million).

Proposal Manager
OCI, Inc.
Reston, VA
2008

Mr. Jaeger provided proposal support to Allied Technology Group through OCI proposal management group. Handled “shred” and outline of RFP, and managed proposal team members in the production of business proposals for various Federal clients. Provided as-needed help in proposal production including copy editing and final proposal production.

**Proposal Manager,
Staff Writer/Editor**
Professional and
Scientific Associates
Reston, VA
2004 – 2008

Mr. Jaeger served as PSA’s proposal manager for the company’s Federal, State, and local government proposal efforts. He progressed from assignments as technical writer on discreet proposal sections to increasingly complex responsibilities such as serving as lead editor for multi-year, multi-million dollar proposals for Federal contracts with the HHS, the CDC, HRSA, and the DoD. Mr. Jaeger also served as the Editorial Manager supporting HRSA’s Division of Independent Review (DIR) where he managed a team of more than 30 writers and editors. He was involved in virtually all meetings held by HRSA—ranging from 6 to 300 applications per meeting—and was responsible for ensuring that corporate and Federal quality standards were met for several thousand grant-review responses.

**Freelance Consultant
Writer-Editor**
Various
2000-2004

Mr. Jaeger wrote and edited various technical and Federal-administrative documents on deadline. Clients included:

- **PSA:** First assignments were as a consultant supporting programs for HRSA, DoJ, and the Dept. of Education. Functioned as on- and off-site editor, eventually moving into the role of lead editor for as many as 440 grant applications. Assisted with business proposals.
 - **The U.S. Department of Health and Human Services:** Worked directly for HHS providing in-panel grant-review editorial assistance.
 - **IQ Solutions:** Initially hired as grant-review editorial support, but was transitioned into training new writers and staff within one week given previous experience.
 - **JW Associates:** Served as editorial consultant for startup logistics-support company. Trained JW staff on grant review processes.
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Dispatch Supervisor
Central Delivery Service
Beltsville, MD
1999 –2003

Responsible for managing all night operations, including bank delivery routes, Federal Reserve routes, medical shipments, and other legal documents. Handled all telephone operations, including driver-dispatch calls, and customer-service calls. Responsible for maintaining good relations with both customers and driving staff.

Reporter/Copy Editor
The Sentinel
Parkersburg, WV
1998

Handled numerous functions for daily local newspaper, from general-assignment reporter to copy editor. Initiated, researched, and wrote coherent copy concerning complicated, confidential, and/or sensitive issues. Successfully performed all editing, designing, writing, researching and page layout tasks while meeting all deadlines.

Copy Desk Chief
Univ. of Delaware Review
Newark, DE
1993 – 1996

As Copy Chief, worked in all aspects of newsroom production, from writing news and feature stories to providing copy editing and layout for final production. Managed a desk of four Copy Editors. As Copy Editor, was responsible for reading, editing, and proofreading news and feature stories for grammar, AP style, and coherency. Functioned as general-assignment writer for news and feature stories.

EDUCATION

Bachelor of Arts in English, concentration in Journalism. University of Delaware, Newark, DE. 1996.

TECHNICAL SKILLS

- Expert in Microsoft Office suite, with particular focus on MS Word. Extensive experience with standard business software including Outlook, Adobe Acrobat, and various Web browsers/interfaces.
- Detailed familiarity with major style manuals: Government Printing Office, Chicago, Associated Press.

REFERENCES

Available upon request.