LINDA C. SWEENEY

Profile

Linda Sweeney is a Senior Proposal Manager with 26 years of experience managing, writing, and editing proposals for Federal Government agencies, state and local governments, and private industry. She is skilled in all areas of the proposal development process including managing, writing, editing, and developing graphics and financial presentations. Ms. Sweeney also is a Technical Writer developing documentation for the system lifecycle including engineering and design, integration, testing, implementation and training, operations, and maintenance. Both proposal and technical documentation experience includes large-scale telecommunications systems, networking, cybersecurity, healthcare IT systems, and other integrated IT systems. Ms. Sweeney also has many years of experience working in a virtual proposal environment including writing and editing and managing geographically distributed teams.

Relevant Experience

As a Proposal Manager, Ms. Sweeney manages the proposal process from the initial kick-off meeting through production and submission; coordinates the activities of the proposal team including teaming partners, subcontractors, writers, and technical staff; analyzes and interprets proposal requirements; designs the proposal structure; develops outlines and storyboards; analyzes technical responses for quality and compliance; and resolves non-compliance and quality issues.

As a Proposal Writer and Editor, Ms. Sweeney writes, rewrites, and edits sections of technical and management proposals; evaluates responses for quality and compliance and suggests improvements; assembles compliance and exception matrices, assists financial personnel to develop quotations, and financial presentations; develops material for oral presentations and Best and Final Offers including quotation summaries, slides, and hand-outs; and develops and enhances corporate and boilerplate information.

As a Technical Writer, Ms. Sweeney works with engineers, programmers, and managers to develop documentation that spans the entire lifecycle of support including engineering and design, integration, testing, training, operations, and maintenance. She has produced documentation for all phases of the software and hardware development process including Design and Functional Specifications, System and Subsystem Specifications, Program Specifications, Program Maintenance Manuals, User Manuals, Database Specifications, Quality Assurance and Configuration Management Plans, Hardware Technical Manuals, and Test Plans. Ms. Sweeney has developed technical documents according to both military (MIL-STD) and corporate standards; established documentation standards for private industry; written documentation using source code and Program Design Language (PDL), technical resource material, and interviews with designers, engineers, and programmers; and produced data flow, hierarchy, invocation, and process diagrams from source code and PDL.

Education and Certifications

Bachelor of Arts, Political Science, Minor in Education; Ohio Wesleyan University, Delaware, Ohio. Accredited Member, Association of Proposal Management Professionals (APMP).

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