

► Mara Ivermee

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Objective

As an accomplished, reliable writer and editor, I would like to work with a team dedicated to best practice in creating winning responses to bid tenders.

Skills

- Writing bid responses, bid reviews and technical documents
- Editing, fact-checking and proofreading
- Reviewing: judging quality and accuracy of text; summarising; collating
- Document management from creation to archive, including meta data management
- MS Office Suite 365, Google suite
- Clive Goulden's Winning Bid Masterclass completed
- Project/document systems: Lawsoft, Solcase, Videss, Elite3, i-Manage, Business Collaborator
- Tender sectors, public and private: Legal, facilities management - security, major construction, highways, health care, utilities, cleaning, transport, IT solutions, recruitment, catering.
- APMP Foundation level

Experience

Freelance Bid Writer/Editor (04/2008 to present)

Self-employed (working from Cornwall)

Remote writing and editing of bid tenders, including PQQs and RFIs, for UK and Irish bid management clients; obtaining accurate information for bid-no bid summaries; creating helpful, detailed reviews of past bids.

- Win rate three out of four, 100% on PQQs for Irish client SMEs and win rate two out of four for large UK client.
- Helped build the businesses of clients through depth of knowledge and persuasive win themes.
- Continuously increasing writing and evaluation skills to bring in winning bids in highly competitive, high-value tenders.

Bid Editor (03/2015 to 03/2016)

Costain Ltd (Maidenhead, Berkshire)

Editing and document management throughout entire bid process to produce bid tender responses and PQQs for complex, high-value national infrastructure contracts. Creation of case studies and CVs; liaison with project team to ensure accuracy; and building the knowledge base for data mining.

- Editing to firm's style to a high standard.
- Confidently summarising, collating, and evaluating technical information to tight deadlines.
- As part of the meta-data team, identifying and classifying useful information from prior bids.

PA to partner(s)/chartered surveyor (1999 to 04/2014)

Various legal, property and accounting firms (Reading and Southampton UK, California USA)

Comprehensive secretarial; updating files to ISO/Lexcel standard; diary management; office services coordination; marketing, from invitation to feedback, for webinars and high-end client events; trust and will documents; bespoke tax advice documentation; and proofreading, editing and binding of reports for high-value properties.

- ▶ Trained as a 'superuser' to accelerate complex billing processes.
- ▶ Prepared High Court document bundles under tight deadlines and with limited resources.

Legal editing (1995 to 1999)

In Summary Legal Services (California, USA)

Home-based legal deposition digesting, in various formats, to tight deadlines with minimal supervision.

- ▶ Became primary employee due to work quality and reliability.

Legal proofreader (1986 to 1994)

Various legal firms (California, USA)

Proofreading and copy-editing of complex legal documents; training, work-flow tracking and employee administration.

- ▶ Created training materials.
- ▶ Advanced from part-time proofreader to full-time department coordinator.

General administration roles, various businesses (USA) (1980 to 1985)

Education

Mason Gross School of the Arts, Rutgers University, USA

- ▶ Fine Arts decree, first year completed 1982
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