

John E. Morgan

www.jevmorgan.com

(214) 435-6245

jevmorgan@gmail.com

SUMMARY OF SKILLS

Technical writing; comprehensive editing; copyediting; creative writing; team management; Microsoft Word, PowerPoint, and Excel; Adobe Acrobat Pro and Photoshop; Prezi; and Salesforce

EXPERIENCE

Proposals Specialist, 3/2015 - 3/2020

SP Plus Corporation (SP+)

- Authored, proofread, edited, and formatted over 100 business development proposals annually for extreme accuracy and consistency, as well as appropriateness of material
- Read and thoroughly reviewed long-form Request For Proposal (RFP) documents
- Established and maintained proposal outline and templates for operations to follow, ensuring compliance with all RFP requirements
- Collaborated with operations SMEs to determine the most appropriate use and organization of proposal materials
- Completely redesigned template documents for proposals, including creating new graphically interesting formats, which became standard documents within the company
- Eliminated inconsistencies in format or voice, typos, and grammatical and spelling mistakes, at the same time, ensuring all proposals maintain brand integrity among SP+ service lines
- Developed customized client proposal material, which included adapting existing data, boilerplate, and specific operations written materials into cohesive proposals
- Developed effective methods for presenting and organizing information such as the use of tables, graphics, and boilerplate while maintaining brand integrity
- Collaborated with other Business Development Support Department team members and marketing / graphic design on client-appropriate proposal images
- Coordinated acquisition of bid forms from operations SMEs, Legal department, Risk department, HR department, and any other required sources to complete proposals
- Assembled, printed, bound, and shipped proposals to clients directly
- Assisted with developing client-facing PowerPoint and Prezi presentations as well as supplemental documents
- Created several varied templates for use in Prezi and Powerpoint, which are still used for client presentations

Contract Writer/Product Development Specialist, 3/2011 - 3/2015

Southwest Re, Inc.

- Designed, drafted, and edited vehicle service contracts, limited warranty agreements, standard operating procedure manuals, and other technical documents
- Created templates for contracts, warranties, standard operating procedure manuals, and point-of-sale materials
- Compiled and updated sales pitch kit materials, including the complete line of contracts, rate cards, product lists, and brochures
- Proofread and edited documents for content and proper use of language, grammar, spelling, and punctuation
- Researched competitive products for creative input
- Made entries into a proprietary document database and maintained form tracking logs

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EXPERIENCE (cont.)

Freelance Technical Writer/Editor, 4/2010 - 3/2011

Sabre Airline Solutions

- Edited an outdated training guide on ground support equipment for content, organization, style, and design according to Sabre's document and branding standards
- Consulted with a variety of Sabre employees, including managers, technical writers, and subject matter experts and presented final project at Sabre's headquarters

Balfour Beatty

- Led a 4-person team in proposing methods to improve the company's environmental responsibility
- Created branding and logos, researched environmental technologies and implementation methods, and presented original concepts to subject matter experts and executives within Balfour Beatty

Other Projects

- Edited a research paper that was published in the IEEE SOCC, 2011 for an English as a Second Language graduate student
- Edited job materials based on job postings' requirements and offered a focused approach for successful revision leading to clients securing jobs
- Redesigned and rewrote a boating safety manual for Texas Parks and Wildlife Department

EDUCATION

B.A. in Creative Writing, Cum Laude, 2011

Technical Writing Certificate

University of North Texas

- Completed multiple projects that have been used as templates for other students
- Scored 100% on a copyediting test used by one of the top publishing houses in the United States; successful completion required an understanding of grammar and punctuation as well as the correct application of traditional copyediting marks and of The Chicago Manual of Style
- Accepted into President's and Dean's Lists

A.A. Degree, 2006

Eastfield College, Mesquite, Texas

- Worked part and full-time to fund education
- Accepted into Dean's List

ORGANIZATIONS

Sigma Tau Delta International English Honor Society

National Scholars Honor Society

Phi Theta Kappa International Honor Society

References Available Upon Request