

Thom Palmer

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Pittsburgh, Pennsylvania 15215

Qualifications

17+ years of experience providing government proposal development support to small- to medium-sized business in various roles including proposal manager, proposal coordinator, technical writer and editor, document designer and desktop publisher, graphic design and development, and proposal production.

25+ years of experience as a technical documentation specialist, project manager, chief creative lead, art director, and graphic designer on all internal and external documentation projects for print and Web. Responsible for specification and management of technical documentation projects, business analysis projects, and internet/intranet development, from initial design through final delivery.

40+ years writing and editing for publication.

Tools

Advanced proficiency in the following applications:

- Microsoft Office Suite software (All versions: Word, PowerPoint, Excel)
- Adobe Illustrator, InDesign, Acrobat

Experience | Background

**Proposal Management | Proposal Development Support | Technical Writing | Professional Communications Consulting
Technical Illustration | Graphic Design**

2003 to Present

Some recent proposal opportunities supported:

NASA SES III (2020)

Proposal management and coordination; rewriting and editing; desktop publishing and document development/coordination

NASA MIST II (2020)

Proposal management and coordination; rewriting and editing; desktop publishing and document development/coordination

NASA PACE V (2020)

Writing and editing; graphics development; desktop publishing and document development/coordination; end-game and production support

NASA CPSS PP&C & CDM (2019)

Writing and editing; graphics development; desktop publishing and document development/coordination; end-game and production support

NASA PAAC V (2019)

Proposal management and coordination; rewriting and editing; desktop publishing and document development/coordination

NASA ETIS III (2018)

Writing and editing; graphics development; desktop publishing and document development/coordination; end-game and production support

FBI Triple-S (2018)

Proposal management support and proposal coordination support; rewriting and editing; desktop publishing and document development/coordination

NASA HITSS III (2017)

Proposal management support and proposal coordination support; rewriting and editing; desktop publishing and document development/coordination; end-game and production support

NASA GEARS (2017)

Graphics development; rewriting and editing; desktop publishing and document development/coordination; end-game and production support

NOAA CLASS (2017)

Graphics development; rewriting and editing; desktop publishing and document development/coordination

NASA TEAMS 3 (2016)

Content and graphics development; rewriting and editing; desktop publishing and document development/coordination

NASA GISS (2016)

Proposal management and coordination support; content and graphics development; rewriting and editing; desktop publishing and document development/coordination; end-game and production support

Some of my clients include the following:

MVS, LLC, Oklahoma City, OK

Proposal management and coordination, rewriting and editing, desktop publishing (SES III, SEAS II)

Vantage Systems, Inc., Lanham, MD

Proposal management and proposal coordination; technical rewriting and editing; document design, development, and publishing; post color-review coordination and recovery support (MIST II)

Aerodyne Industries, Huntsville, AL

Proposal management support, rewriting, editing, desktop publishing, & graphics development (CPSS CDM)

Analytical Mechanics Associates, Huntsville, AL

Proposal rewriting and editing, desktop publishing, coordination, & graphics development (CPSS PP&C)

MCSG, Inc., Oklahoma City, OK

Proposal management and coordination, rewriting and editing, desktop publishing (PAAC V)

Business Integra, Inc., Bethesda, MD

Provided proposal management support and proposal coordination; technical rewriting and editing; document design, development, and publishing; post color-review coordination and recovery support; some graphics development (HITSS III)

Sierra Lobo, Inc., Milan, OH

Provided proposal management and coordination, technical writing and editing, graphics development for this small business, delivering government contract services in the fields of aeronautics and spacecraft fabrication, manufacturing, testing, and facilities management (NASA GEARS, MIST I, ETIS II & III, WESC, TFOME II, ASTROS, RTAPS2, TEST 2, MEDALS, METTS)

NVE, Inc., Reston, VA

Provided proposal writing, editing, desktop publishing, and production to this 8(a) woman-owned small business delivering integrated facilities services to various federal agencies

Seamon Corporation, Greenbelt, MD

Provided proposal writing, editing, and desktop publishing to this HUBZone-designated, minority- and woman-owned small business providing services primarily on U.S. Department of Health and Human Services contracts

Powertek Corporation, Rockville, MD

Provided contract proposal management, proposal coordination, technical writing and editing, presentation development, graphics development for this small woman-owned business delivering government contract services in IT and business management

ERP International, Gambrills, MD

Provided proposal coordination, technical writing and editing, presentation development, and marketing communications development support to this 8(a) disadvantaged business

Andersen Aerospace, San Antonio, TX

Coordinator on a contract proposal development team of aviation and logistics experts, preparing a Department of State (DoS) task order response for DynCorp International. Outlined and coordinated editorial content of the customer's technical response for a \$500M contract to provide DoS's Diplomatic Security branch with helicopter operations supporting various hostile-environment missions in northern, central, south-central, and southern Iraq.

Ingenium Corporation, Upper Marlboro, MD

Proposal writing and editing, proposal management support for this small, minority-owned IT services provider developing networking and Web solutions to local, state, and federal agencies

e-Source Technologies, Largo, MD

Provided technical illustration and graphic design supporting this government contractor's proposal teams. Provided technical editing and graphic design support for this contractor's continuing Department of Education engagement developing and deploying G5, the department's redesigned online grant tracking system. Also designed the logo for the Department of Education's initiative and system (see www.g5.gov)

Gryphon Technologies, LLC, Riverdale, MD

Proposal content development and editing, proposal structure development, and proposal graphics support to this small, woman-owned government contracting firm.

Marketing Communications Consulting | Material Development | Web Design

2003 to Present

Provide marketing communication strategy, collateral material development, Web site evaluation, logo and logo application services, and corporate image/identity work for private clients.

Sr. Documentation Consultant | Project Leader | Multimedia Developer

i-squared, Inc. / TechWrite, Inc., Pittsburgh, PA

4/94 to 07/03

- Researched and applied new technologies and information distribution strategies to address business issues within client organizations
- Developed and coordinated corporate marketing strategy, marketing communications, client relations, trade show participation, proposal development, corporate infrastructure development, and sales support
- Created and delivered numerous client presentations, general public presentations. Also trained senior level staff in presentation skills
- Analyzed technical communications requirements for a variety of clients in order to recommend strategic solutions. Documentation and information solutions audit and analysis of project requirements, audience needs, content requirements, delivery media, recommended tools and technologies, and change management processes

Instructor

Pittsburgh Center for the Arts, Pittsburgh, PA

9/91 to 12/94

Developed and instructed the first generation of writing classes for the Center's adult art education curriculum. Courses: Creative Writing; Ideas, Drafts, & Manuscripts; The Writer's Imagination.

Independent Writer

3/86 to Present

Wrote and published a variety of solicited and unsolicited fiction and non-fiction, including essays, criticism, book reviews, short fiction, and magazine features.

Books Published:

The Florentine Papers, a Novel, Gibbs Smith, 1991.

Desire, a Novel, iUniverse, 2007

Affiliations

Board of Directors, Edgewood Symphony Orchestra, VP & Operations Committee Chair

2017 to Present

Education

University of Pittsburgh, Pittsburgh, PA

Double Major in English Writing and Philosophy

1978 to 1982