

SARA VALLEJO

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Driven young professional with exceptional written and verbal communication skills. Active in proposal development, strategic content creation and maintenance, as well as marketing endeavors. Tech-savvy and forward-thinking individual who looks to streamline processes, improve efficiencies and deliver better, more effective work products. Committed to project success, fruitful collaboration and to elevating her team.

Professional Experience

Proposal Writer, DTZ: July 2012 – Present

- Writes and assembles bid responses to national and global multi-service RFPs. Sees the bid process through from kick-off to completion, including development of presentation and direction of supplemental print material creation.
- Maintains library of more than 300 corporate profiles and drives new profile creation. Maintains the same on company's global website and was indispensable in coordinating and assembling data for website launch.
- Other projects include: intranet database administration; client list maintenance; light graphics work; supporting Marketing, Proposal Development and Research with proofreading and editing. Previously co-wrote business unit's internal newsletter.
- Previous positions: Content Specialist, Junior Writer

Editor, Verena Knitting/Vikant Crafts Publishing: May 2011 – April 2012

- Translated, wrote and edited copy for international magazine's English print and digital editions, and managed basic layout modifications, while overseeing graphics specialist.
- Key strategist for growing subscriber base and bettering brand recognition and market penetration. Responsible for creation and execution of web content and social media, including a weekly newsletter with a circulation of 30,000+.

Background

Education

Bachelor of Arts with honors, Creative Writing, Columbia College Chicago

2012

- Active in departmental organizations and served as a peer writing skills tutor.
- Short fiction and book reviews published in a number of campus publications.

Skills and expertise

superb communication skills | knowledge management | cross-geography content communication

MS Office and Adobe Creative Suite | interactive presentations