

Appointment of Board Members Resolution Worksheet

Date: February 17, 2021

Suggested Motion:

“I move to appoint _____ as a Board Members for the Board term of February 2021 to April 2021.”

2nd:

Summary:

Attached is candidate statement and resume for Marieke Johnson.

Vote:

| | In Favor | Opposed | Abstained | Absent |
|----------------|----------|---------|-----------|--------|
| Scott Buchanan | | | | |
| Dan Courtney | | | | |
| Susan Cox | | | | |
| James Konkel | | | | |
| Dave Bush | | | | |
| Jeff Lisanick | | | | |
| Robin Woods | | | | |

Dana Cross

From: Marieke Johnson <[REDACTED]>
Sent: Friday, January 29, 2021 11:15 AM
To: Dana Cross
Subject: Ward 2 Board of Directors Vacancy
Attachments: Resume - Marieke Johnson - January 2021.docx

Hello Dana,

Attached is a copy of my resume and my statement of interest for serving on the Board to fill the Ward 2 vacancy. Please let me know if any additional information is required.

As a fairly recent resident to the Parkfairfax community, I believe I am a good candidate to serve on the board to represent Ward 2. I have lived in Parkfairfax for almost three years now. I've seen the love within this community and how much we all cherish our little piece of green so close to downtown DC. My insights to the board would be new and fresh and hopefully bring value to our growing community.

My professional career in proposals will also be a strength if I am chosen to fill this position. On a daily basis, I pay keen attention to detail reviewing government requests for proposals and ensuring 100% compliance. I am detail oriented and an expert at herding the cats so to speak.

For the past couple of years I have been looking for ways to become more involved in our community. I appreciate your time in considering me to fill this position.

Sincerely,
Marieke Johnson
3550 Martha Custis Dr.
[REDACTED]

Marieke Johnson

mariekej3@gmail.com

304-964-0300

3550 Martha Custis Drive, Alexandria, VA 22302

APMP FOUNDATION LEVEL CERTIFIED JUNE 2020
WEST VIRGINIA BARRED ATTORNEY-OCTOBER 2016
WASHINGTON, D.C. BARRED ATTORNEY-SEPTEMBER 2017

PROFESSIONAL EXPERIENCE

Proposal Manager II, UICGS / Bowhead Family of Companies, Springfield, VA *August 2020 – Present*

- Lead the development and delivery of proposals for the organization's products and services.
- Responsible for coordinating technical, pricing, contractual, and internal proposal support resources (Proposal Developers/Specialists) to ensure appropriate response to RFPs, and timely submission of proposals and additional information requests.
- Prepare for expected solicitations, analyzes solicitations, develops proposal framework, assigns tasks, develops schedules, and facilitates all meetings and reviews.
- Work with capture managers and operational SMEs to gather technical information and incorporate strategies and win themes. Serves as central contact point on assigned proposals and leads multi-discipline or cross-functional teams.

Proposal Manager, Strategic Resources, Inc. (SRI), McLean, VA *November 2019 - Present*

- Work closely with business development managers to successfully coordinate and manage proposal efforts, including identification of needed proposal team members, timeline and action planning, and management of proposal
- Communicate proposal objectives, write select proposal / pre-proposal pieces, and coordinate the internal team and partner inputs for bid efforts, and assist in broader bid preparation and production aspects
- Conduct strategy sessions with team members to develop win strategies and themes, identify and assess competitors, develop client hot buttons, including attending win / loss debriefings and develop lessons learned
- Create compliance matrices, develop detailed proposal plans, schedules, and outlines / templates to control proposal development
- Facilitate evolution of proposal strategy, develop win themes, and technical approach
- Assist in the identification of key personnel and teaming partners
- Oversee and support final technical and cost proposal production, including guiding proposal team through necessary unit level and corporate bid reviews, protocols, and decisions
- Ensure vital flow of communication and task management between contributors in operational and functional units involved in the proposal process
- Perform detailed analysis of RFP requirements and lead proposal coordination, development and support
- Edit and coordinate technical proposal sections as they develop and maintain close communication with technical staff
- Review and edit submissions from partners, ensuring their input meets specific requirements and expected level of quality
- Coordinate and prepare submission of RFIs, RFPs, and RFQs
- Perform substantive reviews of both texts and graphics to ensure the assigned writing complies with RFP requirements, contains win strategies and themes, and complies with standard format and style criteria
- Streamline proposal development efforts to increase win rates
- Track and report status of all proposal elements to the proposal team and the President / CEO
- Provide Privia training as requested to new team members, consultants, and partners
- Supervise temporary employees to support major proposal efforts

Proposal Manager, ICON GPHS, Gaithersburg, MD *June 2019-November 2019*

- Responsible for managing the complete proposal development process resulting in compliant, compelling, and competitive proposals responses

- Developed proposal outlines, compliance matrices, and proposal schedules
- Coordinated proposal development and reviews with all stakeholders
- Communicated proposal status to both the proposal team and leadership team
- Ensured compliance with solicitation requirements and criteria for evaluation
- Lead timely production and delivery of compliant, compelling proposals
- Active contributor in pre-proposal activities (research, drafting marketing materials, developing winning proposal strategies, competitive analysis, etc.)
- Developed and maintained proposal content library and related documentation
- Developed and maintained knowledge of GPHS proposal processes or subject matter (technical solutions, management approaches, QA/QC methodologies, technical narratives and staffing approaches, past performance, etc.)

Proposal Manager & Proposal Writer, Henry M. Jackson Foundation, Bethesda, MD July 2018 - June 2019

Proposal Manager Duties:

- Maintained a working knowledge of military, proposal development, Federal Acquisition Regulation (FAR), and government contracting
- Managed multiple proposals simultaneously, often with quick turnaround times for DoD, Army and Navy opportunities
- Facilitated information flow between program members; scientific directors; principal investigators; other business units; and executive level managers inside and outside of the Foundation during proposal process
- Responsible for analyzing Request for Proposal (RFP) solicitations [and other federal procurement opportunities such as Request for Quote (RFQ), Request for Information (RFI) and Sources Sought]; creating schedules/timelines and enforcing adherence to schedule for submission of proposal; creating a detailed outline and compliance/cross-reference matrix to assist other team members in writing proposal sections; and writing sections as necessary
- Initiated and lead all proposal meetings including kickoff, color review teams, lessons learned and debriefs
- Directed Proposal/Technical Writers and subject matter experts (SMEs) in other duties such as infusing win themes, discriminators, and win strategy into final product, and providing guidance on proposal methodologies
- Participated in Capture/Business Development activities that include developing win theme strategies/solutions, bidder's comparison, weakness mitigation, etc.
- Provided advice on capture/business development activities, workflow, and operational procedures to increase efficiency, productivity, and make overall improvements in the proposal development process
- Participated in the decision-making process between customers and all Foundation staff participants

Proposal Writer Duties:

- Wrote and edited responses to federal RFP solicitations as well as other procurement vehicles for DoD, Army, MTEC, and Navy
- Created, developed and managed proposal sections in compliance with RFP requirements (adhering to the outline/compliance matrix) – capturing the winning strategy, functions/features of our approach, win themes, identified discriminators, and customer hot buttons
- Developed original material including, Past Performance volumes, Relevant Experience summaries, Executive Summaries, Management Approaches, Transition Plans, Risk Mitigation, Quality Control Plans, and Staffing Plans
- Managed resume writing, review and formatting, and maintained a resume portfolio/library
- Designed writing templates and other tools to produce content for various proposal volumes
- Liaised with Design and Communications for proposal visuals and production and incorporated visuals, graphics and tables into proposal volumes (using PowerPoint, Word, Excel)
- Copy edited and proofread – including editing the final proposal document and preparing for book check
- Responsible for overall document consistency, clarity and accuracy

- Participated in proposal color reviews and incorporated edits
- Created and managed department library (including Past Performance Library) and style guide

Proposal Writer, Bixal Solutions, Inc., Fairfax, VA *March 2018 - July 2018*

- Worked directly with the Capture and Proposal Managers to identify required content for responses for DoD, USAID, Navy, and NIH opportunities
- Compiled and write material for proposals, quotes, and other responses, ensuring the response is compliant, compelling, and all client requirements are met
- Utilized existing documentation to address recurring content inquiries and develop tailored responses
- Wrote proposal sections as required and edited sections written by others
- Conceptualized graphics that drive or support written material
- Conducted interviews with key personnel, subcontractors, program managers, and subject matter experts to develop resumes, past performance, management, and technical content
- Maintained past performance, writing templates, and the proof points library housed in the proposal online portal
- Supported and contributed to the development of Standard Operating Procedures to enhance the efficiency and quality of the writing/editing team and overall proposal group
- Edited proposals for spelling, typographical and grammatical errors
- Supported contract management, including the draft, review and negotiation of contracts
- Drafted and review non-disclosure agreements and teaming agreements

Program Officer, Development Professionals, Inc., Washington, D.C. *November 2015 - March 2018*

- Organized and conducted capture missions for USAID Rule of Law Project in Rwanda and Moldova
- Conducted Project start-up, and procurement for USAID Rule of Law Project in Serbia
- Created contract compliance matrices for three projects, complete with important dates and deliverables for the duration of the 5-year projects
- Provided administrative support to entire office including recruitment and backstopping of STTA consultants, including but not limited to, making travel arrangements, securing visas, and required insurance
- Prepared and drafted responses to RFPs, USAID Branding and Marking Plans, project work-plans, budget narratives and cost details for USAID approval
- Reviewed project documents including work-plans, monitoring and evaluation plans, staff timesheets, expense reports, monthly and quarterly reports on projects in Bosnia, Ivory Coast, Serbia and Kosovo

Intern, Bridges Across Borders Southeast Asia Community Legal Education Initiative, Thailand *May-July 2014*

Intern, Development Professionals, Inc., Washington, D.C. / Lao PDR *May-July 2013*

EDUCATION

Ohio Northern University College of Law, Ada, OH

Juris Doctor *May 2015*

- Book Award in International Taxation, Spring 2015
- Dean's List, Fall Semester 2014
- Jessup Moot Court Competition Team, Advocate (2013-2014)

Tax Certificate

LL.M. in Democratic Governance and Rule of Law *May 2015*

Bridgewater College, Bridgewater, VA

December 2011

- *Bachelor of Arts in French and Spanish, Cum Laude*
- Dean's List Fall and Spring Semesters (2009-2011)

CERTIFICATIONS & MEMBERSHIPS

- Completed Shipley Associates Business Development Bootcamp (March 2019):
 - *Capturing Federal Business*
 - *Managing Federal Proposals*
 - *Writing Federal Proposals*

- District of Columbia Bar Member (2017-Present)

- West Virginia State Bar Member (2015-Present)

PROFESSIONAL TRAVEL EXPERIENCE

- The People's Republic of Laos, *June-July 2013*
- Thailand, *May-July 2014*
- Moldova, *December 2015*
- Serbia, *June-July 2016 & 2017*
- Bosnia, *July 2016*
- Rwanda, *November 2017*

COMPUTER SKILLS

- Microsoft Word, Excel, PowerPoint, SharePoint, Teams & One Note
 - Conducted a department wide training on Office 365 focusing on Microsoft Teams (November 2018)
- Xait Porter proposal development software
- Salesforce
- LexisNexis, Westlaw, and Bloomberg Law
- Privia: Responsible for training new team members and consultants on Privia (March 2020-Present)

LANGUAGES

- English (*Native Language*)
- French (*Fluent: Written and Spoken*)
- Spanish (*Fluent: Written and Spoken*)
- Flemish (*Conversational Skills*)

CITIZENSHIP

- Dual United States & Belgian Citizenship