

 [linkedin.com/in/declanveale](https://www.linkedin.com/in/declanveale)

 Melbourne, VIC

E: writer@declanveale.com

M: 0413 020 685

W: bids.declanveale.com

EDUCATION

B.A. (Creative Writing)

RMIT, Melbourne
2020-2022

Diploma of Screen & Media

FCF, Melbourne
2011-2012

PRO DEVELOPMENT

APMP Foundation-Level Certification

Association of Proposal
Management Professionals

Toastmasters International

Footscray Skyline Club member

COMPETENCIES

Stakeholder Relationships

Content Creation & Research

Project Management

Collaboration & Communication

Public Speaking

IT Troubleshooting

Proofing & Editing

Desktop Publishing

Graphic Design & Layout

TECHNICAL SKILLS

Adobe Creative Suite

InDesign, Photoshop, Illustrator

Microsoft Office

Word, Powerpoint, Sharepoint

DECLAN VEALE, CF APMP

As an agile Bid Writer, I ensure tenders are compliant, compelling, and ahead of schedule. I have developed two high-calibre Bid Libraries in consultation with SMEs. I have project managed opportunities worth up to \$25M, and I have transitioned two businesses to an 80% shortlist rate. I am an active community member of APMP, attentive to best practices; while equally passionate about sustainability, navigating risk, optimisation trends, and learning from procurement.

EXPERIENCE

Networking Events Coordinator – APMP ANZ

2024-Present, Melbourne VIC (Volunteer)

- Organise quarterly events for 100+ Melbourne APMP members, predominantly Bid Managers and consultants.
- Engage in Public Speaking, and facilitate discussion around pertinent topics.
- Manage budget, venue, agenda, attendance, and promotional material.

Bid Writer – Camp Australia (Outside School Hours Care)

2023-Present, Melbourne VIC

- Project managed 100 tenders over 12 months, and improved win rate ~30%.
- Personally built and introduced a bid library with HTML software. This live tool has improved consistency and quality of responses, while saving time retrieving information and ensuring information is kept up-to-date.
- Developed regional maps of national operations to demonstrate capacity.
- Redesigned and streamlined bid templates, reducing page counts by 40%, with variations specific for each state and assessment authority.
- Designed graphics to convey information clearly while enhancing the professional appearance, e.g. programs, transitions, and org charts.
- Rewrote and improved responses by investigating pertinent topics and interviewing and collaborating with SMEs across all departments.
- Troubleshooted Microsoft Office to assist business needs: e.g. coding high res Powerpoint export, and a macro for embedding fonts in Word PDF export.

Bid Writer – GJK Facility Services

2022-2023, Melbourne VIC

- Secured over \$51M p.a. in new business wins.
- Identified need for and introduced policies, collaborating with P&C Director.
- Green Committee member, ran sustainability initiatives and attended events.
- Expanded supplier network, meeting directly with sales representatives to increase sustainable equipment and innovations offerings.
- Attended Facility Management Association events to learn from Procurement.
- Supported the transition to a knowledge base model by writing over 100 content pieces from scratch, interviewing SMEs and interpreting innovations, company policies, and frameworks.
- Redesigned and streamlined cold proposal template (InDesign), and sold the Commercial Director on the one-page-per-topic (elevator pitch) concept.

Journalist – Blockchain Copywriter

2022, UK (Remote)

Photographer & Videographer – Self Employed

2012-Present, Melbourne VIC and London UK