

# REBECCA SIMPSON

## SUBMISSION COORDINATOR



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### ABOUT ME

I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting. With a strong skill set and ambition, I aspire to pursue a long-term career and develop professionally as well as personally.

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### QUALIFICATIONS

**BA (Hons) Degree in Graphic Design for Communication**  
University of Ulster, Magee – 2011 - 2014  
Second Class Honours, Upper Division (2:1)

**National Diploma in Art & Design**  
Southwest College, Omagh 2009 - 2011  
3x Distinctions (Grades AAA)

**A Levels/ AS Levels**  
Drumragh Integrated College Omagh 2005 - 2007  
3x A Levels/ 3x AS Levels (Grades B-C)

### STRENGTHS & SKILLS

- Microsoft Word, Outlook, Power Point and Excel
  - Adobe Packages: InDesign, Photoshop, Illustrator and Acrobat Pro DC
  - Smartsheet, Open Asset, Dropbox, Fiery, Trello & Slack
  - A confident and eager learner
  - Quick to adapt
  - Self-motivated individual with an excellent track record of meeting stringent deadlines, effectively assessing and delivering to requirement
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### MARKETING & TENDER COORDINATOR (NSW, Newcastle, QLD, ACT, WA, New Zealand & UK) Built (Sydney) - April 2018 – Present

- Oversee all submission collateral for the following divisions; Construction, Fitout & Refurbishment, Small Works and Multi Sites within NSW, Newcastle, QLD, ACT, WA, New Zealand and UK.
  - Using InDesign templates to produce submission documentation: Pre Qualification Questionnaire's, EOIs, ECIs, Tender's, Post Tender's, presentations, Panel submissions, Corporate Profiles and Capability Statements.
  - Work across all sectors: Commercial, retail, health and aged care, educational, hotels and hospitality, residential, transport and complicated government submissions.
  - Extremely fast paced environment, 15-25 submissions weekly.
  - Attend start up meeting with the production team to agree strategy, content and actions.
  - Review RFT documentation, creating compliant submission frameworks for the bid team to follow and populate.
  - Creating Dropbox Paper online frameworks for all the bid team to follow, see what they are assigned to and the deadlines we are all working towards as a team.
  - Tailor content and design for 'must win' submissions.
  - Responsible for ensuring all written responses are correct and score highly against the criteria.
  - Review, copy read and rewrite information provided by other members of the Bid team.
  - Attend tender adjudication meetings to report to the Bid Leader on how progress is going on either side and what needs to be completed and discuss time-scales and any issues.
  - Communication tools used: Outlook, Dropbox, Dropbox Paper, Smartsheet, Open Asset, Trello and Slack.
  - Oversee international team of 8 who populate templates: submissions, CVs, profile sheets, case studies, organisational charts, etc.
  - Print using Fiery and coil bind in-house.
  - Designed new suite of submission collateral to be more in line with the company's brand; submission folders, iPad boxes, tabs, presentation and corporate profile covers.
  - Update collateral by liaising with the relevant departments to gather the following information used for submissions: insurances, management systems, CVs, profile sheets, financials, etc. Making sure template information is up to date.
  - Designed signage plans and artwork for projects sites
  - Build and maintain relationships with print/ material companies, managing production, deadlines and budgets.
- Reason for looking for a new role:** I am looking for better career prospects, professional growth and work opportunities.

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**BID COORDINATOR & PROPOSAL DESIGNER**  
8build Ltd (London) - October 2016 – November 2017

- Marketing and communications collateral; designed company brochure that was distributed worldwide, invitations, site signage, hoarding and elements for the company website.
- Used InDesign templates to produce submission documentation: Pre Qualification Questionnaire's, EOIs, Tender's, Post Tender's and presentations.
- Worked end-to-end on all submissions, 1-3 submissions weekly.
- Attend start up meetings with the production team to agree strategy, content and actions.
- Review RFT documentation to determine contractor responsibilities and activities.
- Liaising with Directors, Contracts Managers and other relevant colleagues to gain comprehensive and relevant process information to meet all requirements for pre-qualification.
- Research information for use in proposals.
- Manage bid submissions by bringing fresh and creative ideas to each submission with a keen eye for detail and desire to continuously drive up the standards of the team's systems and outputs. Such as updating templates and making sure we are representing the company's brand as much as possible throughout our submissions.
- All tender documents were glue bound and cut by hand in-house.
- Responsible for ensuring all written responses are bespoke and score highly against the criteria.
- Review, copy read and rewrite information provided by other members of the bid team.
- Build and maintain relationships with print/ material companies and bespoke designers, managing production, deadlines and budgets.
- Create sample boards for presentations,
- Contribute and support the production of presentations for mid bid and post tender interviews.
- Attend tender adjudication meeting to report to Head of Pre-Construction on how progress is going and what needs to be completed and discuss time-scales and any issues.
- Proposal administrative tasks and duties as required.
- Assess win/loss – in formalised debriefs with the team and build lessons learned into any future proposals.

**Reason for leaving:** It was time for me to leave London to fulfil my dream of working and living in Australia.

**BID COORDINATOR**  
Area Sq Ltd (London) - August 2015 - October 2016

- Fast paced environment, could have a turnaround of two days for one document of up to 600+ pages.
- Attend start up meetings with the production team to agree on submission layout and strategy.
- Used InDesign templates to design and create all proposal and presentation material: proposal documents, tenant packs, cost plans, design visuals, drawing and floor plan packs, presentations, retail signage solutions, site signage, external documentation.
- Review and copy read information provided by other members of the Bid team.
- Print, bind and board all presentation material, liaising with our preferred printing company when needed.
- Create sample boards for presentations.
- Prioritising workload is key, keeping a diary updated and a colour coded Excel list to prioritise workload on what is the most important to the least important.
- Giving weekly updates to team of all the jobs that are hot, prospects and projects, who's working where and what everyone's workload is that week. In order to do this I had a weekly meeting/phone conversation with everyone on my team to gather the information to distribute.
- Managing main contracts, JCT Contracts and subcontract warranties, getting signatures, tracking their distribution and chasing them when needed.
- Handling all freelance time-sheets, site files, invoices, holiday rota and expenses.
- Working with the Pre Construction team, collating information to: be sent out to mechanical and electrical subcontractors, and to collect information for jobs Area Sq is tendering for. I collate all the information in Dropbox/Box and distribute to the relevant individuals.
- Administration for a team of 10 people, created job files on the system for all new job prospects. Input all visuals, drawings and floor plans which have to be sorted to the exact design proposal list.

**Reason for leaving:** I re-evaluated my career goals and felt I needed to be in a position better matched to my skills and long-term career goals.

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**REFERENCES**

Available on request.

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