Cameron H. Smith

Orange County, CA | c.huntersmith2002@gmail.com | (619) 994-7110

Professional Summary

Business development and proposal professional with experience coordinating 70+ public- and private-sector proposals in the AEC and professional services industries. Skilled in proposal writing, document production, presentation development, and pursuit coordination, with experience using Adobe InDesign, Microsoft 365, SharePoint, and Power Automate.

Core Competencies

- **Proposal Development:** Proposal Writing, Pursuit Coordination & Strategy, RFP Development
- **Marketing & Communications:** Copywriting, Graphic Design, Presentation Design, Website Content
- **Business Operations & Administration:** Process Documentation & SOP Development, Database Management, Workflow Automation, Records Management, Vendor Coordination

Professional Experience

INNOACTIVE GROUP | San Francisco, CA

Operations Associate | December 2024 – October 2026

- Coordinated 70+ public- and private-sector proposals, managing RFP requirements, schedules, content, production, and submissions.
- Authored proposal narratives, company qualifications, and project descriptions with executives, project managers, and technical teams.
- Managed compliance, deadlines, staff resumes, project references, vendor registrations, and submission materials.
- Produced proposals, marketing materials, presentations, and interview deliverables using Adobe InDesign.
- Developed SharePoint databases, standardized templates, SOPs, and tracking systems to improve records management, information accessibility, and internal workflows; implemented Power Automate solutions to streamline administrative and proposal processes.
- Increased proposal production capacity from 1–2 quarterly submissions to 1–2 RFPs weekly through workflow automation and process improvements; also supported marketing and business operations.

PACIFIC CAPITAL | Corona, CA

Social Media and Marketing Intern | January 2024 – April 2024

- Developed social media content strategies, supported marketing campaigns, and designed graphics using Photoshop and Canva.

CARDIFF ADVISORY LLC | San Diego, CA

Investment Banking Intern | June 2021 – August 2021

- Researched Life Sciences investment opportunities and edited sales proposals for clarity, accuracy, and presentation.

Technical Skills

Adobe InDesign, Photoshop, Canva, Microsoft Word, Excel, PowerPoint, Outlook, SharePoint, Power Automate, Power Apps, Microsoft Teams, Webflow, HTML

Education

University of California, Davis — Davis, CA

B.A. English, Minor in Professional Writing — June 2024