

# Jasmina Tang

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## Summary

Digital analyst with a versatile technical and creative background. Experienced with working in proposal teams and project management. Exceptional writing, research, and editing skills.

## Education

University of York, York, England, United Kingdom

September 2021-June 2024

BS Interactive Media with first class honors

## Technical Skills

- Web design and development (HTML, CSS), UX/UI design, user research, Canva, Twine, Trello, Slack, Jira, Mural, SharePoint, Confluence.
- Familiarity with OpenAI and Anthropic proposal writing and research tools.
- Proficient in Microsoft Outlook, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Teams.
- Proficient in Google Docs, Google Sheets, Google Slides, Google Forms, and Google Drawings.

## Experience

Skyward IT Solutions, November 2024-Present: Digital Analyst

- Collaborating in a small team of four to draft proposals and responses to Requests for Information (RFIs), Requests for Proposal (RFPs), and Requests for Quotes (RFQs).
- Follow the proposal lifecycle by iterating through pink, red, gold, and white drafts before preparing the final submittal.
- Send drafts out for review and incorporate feedback at every stage of the proposal lifecycle.
- Research federal contracting opportunities utilizing internet resources (GovWin, GovTribe, HigherGov, press releases, agency websites, etc.) and AI-based research and writing tools (in-house ChatGPT and Anthropic tools).
- Develop prompts for in-house ChatGPT and Anthropic research and writing tools by purposefully wording commands and providing relevant information such as relevant internet links and/or uploaded documents.
- Coordinate with Subject Matter Experts (SMEs) to contribute to responses and verify content by developing questionnaires to guide their input or scheduling meetings to conduct interviews over Teams or in person.
- Create compelling PowerPoint presentations to pitch potential bids and proposals to company executives by synthesizing research on the opportunity and providing a thorough analysis of the agency environment, program ecosystem, and incumbent.
- Manage time efficiently to meet competing deadlines and work dynamically in a group setting to complete tasks.
- Track actions and tasks using Jira and participate in daily stand-up meetings to sync with team members.
- Transfer, download, and navigate through large quantities of files using SharePoint.
- Actively participate in internal and external meetings and take notes.