



SP

STEF PLEBANEK



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[WWW.LINKEDIN.COM/IN/
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MISSION

Employ impeccable written communication skills with expertise in creating language, graphics, stories, and headlines that compel prospective customers to select proposed solution

TOOLS

Microsoft 365:

Word, PowerPoint, Excel, Outlook, SharePoint, OneDrive, Teams

Google Applications:

Docs, Slides, Sheets, Gmail, Drive, Meet, Surveys

Communication Applications:

Slack, Zoom, WebEx, MS Teams

Professional Applications:

Loopio, Qvidian, Salesforce, Smartsheet, Adobe Acrobat Pro, SignIX Online Notary, AI tools

EXPERIENCE

SENIOR BUSINESS PROPOSAL MANAGER • KINDERCARE LEARNING COMPANIES • 1/2019 – PRESENT

Develop proposals and grants for school districts and charter schools for before- and after-school care. Prepare business proposals for large corporate and government employers interested in on-site care. Typical RFP contracts \$200K - \$2.5M annual gross revenue. Write white papers and special projects as assigned.

Impact player on a team that showed results in 2023:

- 133% increase in percentage of RFPs won over prior year
- 90% increase in number of RFP wins over prior year
- 63% down select rate – 186% increase over prior year
- 30% of company's new contract goal won through RFP
- 24% of company's net revenue goal won through RFP
- Responsible for 100% of new business awarded through RFP in 2023: \$5.6M (30% of new business won company-wide)

Responsibilities:

- Promote an ethic of inclusivity and joy that supports all stakeholders participating with enthusiasm in RFPs
- Create workflows and process maps that improve scalability, reliability, and collaboration
- Research, write, and edit copy for cross-functional teams in need of after-school content
- Evaluate wins/losses, lead proposal debriefs, and seek external review of content

PROFESSIONAL MEMBERSHIPS AND CERTIFICATIONS

Association of Proposal Management Professionals (APMP)

Proposal Industry Experts

APMP Foundation-level Certification (CF-APMP)

PROFESSIONAL RECOGNITION

2024:
Top Performer

2023:
Business Partner of the Year

2022:
Spot Bonus Award winner

2021:
Top Performer

2020:
Spot Bonus Award winner
Top Performer

2018:
Business Partner of the Year

2015:
Spot Bonus Award winner

EDUCATION HIGHLIGHTS

Served as Teaching Associate for composition classes.

INCLUSION SERVICES ADVISOR • KINDERCARE LEARNING COMPANIES • 7/2015 – 12/2018

- Studied inclusion practices for young children for the nation's largest private provider of early childhood education and care.
- Gave creative, tailored advice on strategies for disability accommodation with attention to legal documentation best practices.
- Influenced company-wide adoption of diversity, equity, and inclusion strategies.
- Worked to reduce systematic disparate discipline practices.
- Attended national conferences on challenging behavior.
- Wrote Education Department resources.

EMPLOYMENT SERVICES ADVISOR • KINDERCARE LEARNING COMPANIES • 8/2012 - 7/2015

- Conducted impartial investigations into complaints of discrimination.
- Wrote position statements for EEOC and state equivalents.
- Performed research on statutory requirements and gave advice to Employee Relations team on legal compliance.
- Managed large project to comply to a company-wide I-9 audit.

CIVIL RIGHTS INVESTIGATOR • OREGON BUREAU OF LABOR AND INDUSTRIES • 8/2009 – 8/2012

- Investigated complaints of employment discrimination.
- Wrote findings requiring a high degree of legal sophistication to be used in administrative hearings.
- Wrote Oregon Administrative Rules.

MA – English (composition theory)

2000 • California State University, Fresno

BA – English

1997 • California State University, Fresno

AAS – PARALEGAL STUDIES

2009 • Portland Community College