

# BRIANNA CURRAN

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## PROFESSIONAL EXPERIENCE

### MANAGEMENT SYSTEMS INTERNATIONAL, A TETRA TECH COMPANY (MSI), Arlington, VA

#### ***Business Development Opportunity Manager***

**September 2020-present**

- Lead proposal development processes in response to solicitations issued by U.S. Agency for International Development (USAID) to implement technical services in practice areas such as democracy and governance, peace and stability, strategy, evaluation and analysis, transparency and accountability, education, gender and inclusion, strategic communications, and leadership and organizational development
- Devise solicitation response strategies with internal proposal teams via intensive research, partnering, costing, and technical proposal development efforts
- Write proposal sections as needed, including but not limited to corporate capabilities statements, past performance reports, project management plans, and personnel/staffing sections
- Facilitate meetings, brainstorm sessions, proposal review processes, and partnering calls for proposal teams
- Format and submit completed proposals to USAID Missions on behalf of MSI
- Serve as team member of Business Development Team, which wins an average of \$197 Million in contracts per fiscal year and won Tetra Tech's 2020 Excellence and Achievement Award for Marketing and Business Development

#### ***Project Recruiter (Yerevan, Armenia)***

**August 2019-October 2019**

- Served as one of six start-up team members to establish MSI's *Armenia Support Initiative*, a democracy strengthening project which provides ad-hoc support to the Government of Armenia to maintain political momentum and national stability in wake of the 2018 Velvet Revolution and emergence of Prime Minister Nikol Pashinyan's political administration
- Recruited and onboarded 15 local Armenia Support Initiative project staff members during fastest USAID project start-up ever in Eurasia region
- Interviewed 75 candidates total, often conducting up to ten interviews per day
- Designed three-stage interview process, including break out group sessions to simulate team environment, drive collaboration and demonstrate staff functionality
- Received kudos from USAID Armenia Mission for dedication to recruitment effort and swift establishment of field team in Yerevan

#### ***Business Development Reconnaissance Associate***

**September 2018-August 2020**

- Coordinated international reconnaissance missions to locations including but not limited to Armenia, Bosnia and Herzegovina, Colombia, Egypt, El Salvador, Iraq, Jordan, Lebanon, Mexico, Niger, Peru, South Sudan, and Turkey
- Designed and administered trainings for the Business Development Unit on topics such as proposal research via reconnaissance missions, international travel and security coordination, contract execution, and consultant engagement in pursuit of USAID solicitations
- Tracked movements of travelers on reconnaissance missions; served as on-call security contact for travelers in collaboration with MSI Travel and Security Team
- Created and maintained MSI's first-ever business development budget reporting mechanism, presenting cost analysis data per fiscal year to Executive Vice President on behalf of Business Development Unit
- Provided logistical support to proposal and project teams; communicated in English and Spanish to field staff around the world
- Booked hotels and international flights, managed travel itineraries, and coordinated with local, on-the-ground contacts and organizations including movement security firms to ensure safe and fruitful reconnaissance research efforts

***Business Development Intern***

**June 2018-September 2018**

- Provided administrative support to Business Development Unit as needed
- Shadowed USAID proposal processes
- Conducted USAID market competitor research
- Streamlined records of MSI's past performance reports, clients, and partners
- Maintained email correspondence on behalf of Recruitment Team in English and Spanish
- Reconciled monthly corporate credit card expenses, processed expense reports
- Managed career webpage and recruitment database (Taleo)

**DELAWARE STATE SENATOR BRYAN TOWNSEND (D), Newark, DE**

***Legislative Research Intern***

**Fall 2017-Spring 2018**

- Translated official New Castle County, Delaware transcripts from English to Spanish for public release
- Conducted legislative research regarding Medicaid access for formerly incarcerated individuals in Delaware
- Composed policy memoranda for Senator Townsend as requested

**ADMINISTRATIVE OFFICE OF THE U.S. COURTS, Washington, D.C.**

***Judicial Services Intern***

**Summer 2017**

- Drafted legal briefs and bankruptcy guidelines designed for public use
- Wrote formal meeting reports for the International Judicial Relations Committee of the Judicial Conference of the United States
- Assisted hosting foreign judicial delegations from China, Mongolia, and Namibia

**VOLUNTEER EXPERIENCE**

**DELAWARE ATTORNEY GENERAL CANDIDATE KATHY JENNINGS, Newark, DE**

***Campaign Volunteer***

**Spring 2018**

- Assisted in the coordination of fundraising events for then-candidate for Attorney General, Kathy Jennings (current Attorney General of Delaware)
- Maintained correspondence with constituents on behalf of Kathy Jennings' campaign
- Managed constituent data in programs like NGP and Votebuilder
- Conducted policy research as requested

**MARISTAS SECONDARY SCHOOL, Granada, Spain**

***Volunteer English Instructor***

**Fall 2016**

- Taught English language lessons for Spanish-speaking high-schoolers twice a week
- Devised multi-lingual lesson plans and designed English language curriculum

**AD HOC TUTORING SERVICES, Sterling, VA**

***Academic Spanish Tutor***

**Summer 2016**

- Tutored high school students and working professionals in introductory-level Spanish
- Developed Spanish-language teaching methodologies

**EDUCATION**

**UNIVERSITY OF CALIFORNIA BERKELEY, Berkeley, CA**

**Master's Candidate, Master of Development Practice**

**Expected May 2023**

UNIVERSITY OF DELAWARE, Newark, DE

**B.A. International Relations, Spanish**  
*cum laude*

**Spring 2018**

STUDY ABROAD, Spain and Chile

**Universidad de Granada, Granada, Spain**

**Fall 2016**

- Completed 16 credits of Spanish language courses, lived with Spanish-speaking host family

**Universidad Mayor, Santiago, Chile**

**Winter 2016**

- Completed 6 credits of Spanish language courses, lived with Spanish-speaking host family

## AWARDS

MANAGEMENT SYSTEMS INTERNATIONAL, A TETRA TECH COMPANY, Arlington, VA

**Excellence and Achievement Award for Marketing and Business Development, Awardee**

**Fall 2020**

- Member of Business Development Unit, recipient of the Excellence and Achievement Award for acquisition of the U.S. Department of Defense (DoD) Assessment, Monitoring and Evaluation (AME) contract

UNIVERSITY OF DELAWARE, Newark, DE

**Women of Promise Award, Awardee**

**Spring 2016**

- Recipient of the "Women of Promise" award at the University of Delaware for outstanding academic achievement

## LANGUAGES

- **English** (Native)
- **Spanish** (Advanced proficiency in speaking, reading, writing)

## SKILLS

- Microsoft Office (Excel, Word, PowerPoint, etc.), Salesforce, Taleo, JobTarget, Chrome River, NGP, and Votebuilder
- Beginner coding skills (R)
- Adept in recruitment of cooperating country national staff abroad
- Comprehensive understanding of USAID proposal development and bid award process
- Cultural competency and affinity for living abroad and working collaboratively with governments, companies, and subject matter experts around the world
- Aptitude for seamless management of competing deadlines, priorities, and interests
- Capacity to conduct legislative research and compose policy memoranda