

## OLIVIA BUCKLEY



**Job:** Bid Manager

**Company:** inTEC Group

As Bid Manager at inTEC Group, I lead the end-to-end Bid Strategy and Delivery across all Public and Commercial opportunities. I coordinate stakeholders, interpret complex requirements, develop compelling, compliant and proposals and ensure high-quality submissions that clearly articulate value, manage risk and maximise win potential.

Determined

Personable

Conscientious

**The skills I use most in my job...** Technical and Non-Technical Writing

- Analysis
- Collaboration
- Organisation
- Strategy Development

**The most interesting thing I've worked on in my career so far...** Throughout the Procurement Sector, I have had the ability to work on various interesting projects including bids for complex

frameworks and high-value contracts. To date, the most interesting projects I have worked on are for Commercial Opportunities - wherein I can write more personally, lead consultations and complete design works.

**What inspired me into digital and tech...** I was inspired to go into Digital & Tech as it is a fast-growing Sector, with lots of opportunities for career progression. Especially in Procurement, this Sector opens the door to lots of interesting tender opportunities, with every set of requirements requiring bespoke written content.

**My educational background is...** At College I studied Business, English Literature, English Language and Classical History. Then, upon studying at Lancaster University, I completed my BA(Hons) Undergraduate Degree in English Literature with Creative Writing. I then completed an MA in Media and Cultural Studies.

**What advice I'd give to girls thinking about a career in digital and tech...** It is fast-paced and always growing - there will always be a job for someone with enthusiasm for Digital & Tech.