



Your people are your biggest selling point.

Resume Manager

Developing critical proposal content, such as opportunity-specific resumes, is time consuming and resource intensive. Do you have access? Can you search? Can you rely on accuracy?

Finding, qualifying, and formatting resumes has never been easier. With SpringCM, Privia's pre-configured document management platform partner, proposal teams easily manage and quickly deliver accurate, formatted proposal resumes.

Organize & Centralize

- Upload resumes, automatically extract components into searchable, editable fields.
- Automate owner updates on a timed or event-triggered basis.
- With a click, resume owner accesses and updates.

Search & Identify

- Search information.
- Search for compliant details.
- Search for compelling details.
- Select the details and create.

Format & Download

- Create opportunity-specific, pre-formatted Word templates and merge resumes with the click of a button.
- Save and download.
- Automatically save a copy, or pull into your Privia Workspace.

Your people are your biggest selling point; they are the measure of your success and the mark of your value. They validate your quality work and they guide evaluator decisions. Put your best people forward every time, every proposal.



- Easily centralize, organize, and standardize all your employee resumes.
- Automate updates to ensure accuracy and quality in your proposal.
- Eliminate tedious, manual formatting of each resume.
- Facilitate faster review and production of your resume submissions.

With Privia's partner platform your organization isn't limited to resumes. Privia experts can quickly configure a solution, leveraging SpringCM's secure document management platform, to automate past performances and:

- Contract and Project Management
- Finance, Human Resources, and Procurement
- IT, Operations, and Sales

Organize & Centralize

- Capture info with an intuitive forms-based approach.
- Identify aging information with reports

Search & Identify

Find info using fulltext, Boolean, metadata, and keywords. Target info by relevant categories you define.

The screenshot displays the Privia application interface. On the left is a navigation menu with categories: All, Employee Information, Professional Summary, Education History, Employment History, Field of Expertise, **Certifications/Licenses** (highlighted), Clearances/Public Trust, Training, and Additional Information. The main content area features a 'Selection' dropdown menu with options 'Save changes only' and 'Submit for Approval'. Below this is an 'Employee Type' field with a dropdown menu set to 'Resume Manager (Liaison)'. An 'Instructions' box provides guidance on manual updates. A blue information icon is present. Below the instructions is a note: 'Select ALL current certifications from the dropdown list. As you add a certification, please upload any supporting documentation, if required.' The 'Certifications' section contains two rows of form fields: 'Certification Name' (Six Sigma Green Belt), 'Certification Month' (JAN), 'Certification Year' (2014), and 'Certifying Agency' (PMP Authority). The second row shows 'Certification Name' (CSM (Certified Scrum Master)), 'Certification Month' (SEP), 'Certification Year' (2017), and 'Certifying Agency' (Acme Agency). An 'Add Certification' link is at the bottom.

Format & Download

- Edit info and layout in Microsoft Word.
- Download in an editable format.

WWW.PRIVIA.COM OR SALES@PRIVIA.COM