



Ron Kaine, Proposal Operations

www.Blackdragon.expert | Ron.Kaine@Blackdragon.expert

Ron Kaine is the Proposal Operations Director of Blackdragon, leading and supporting day-to-day activities for the flagship “Winning as a Service” or WaaS teams, as well as supporting the other Blackdragon service offerings. In this role, he is most noted for his depth of knowledge in Microsoft Word’s technical and automation functions—creating extensive document templates, and for providing extensive experience, great attention to detail, and productivity coaching for new team members.

Mr. Kaine has nearly 10 years of Federal proposal writing experience in formatting, editing, integrating, organizing, cleaning, branding, reviewing, and compressing complex proposal documents. He also manages various aspects of business operations, such as coordinating assignments, updating collaboration resources, maintaining document security and accessibility, tracking technical review sessions, compiling and processing review feedback, working with development team, and supporting final production. The intangible results from these activities include: predictability, managed expectations, crisis management, quality, speed, efficiency, and overall productivity.

For a recent employer, Ron’s team won 81 Federal contracts in 3 years by leading, coaching, and supporting a sophisticated proposal team of Technical Writers, generating over \$100M in annual revenue. During this time, he supported a 10x proposal submission increase, growing the company from \$16M in revenue to \$250M—with 350 props in 3 years, totaling \$12B. He also cut editing time by 40% and dramatically improved compliance—creating Word templates & toolbar automation for editors. Ron received several points of corporate recognition as indicators of his diligence and excellence. He won the company’s highest award; he was nominated for employee of the year, and he was the recipient of several other annual awards. Ron also received 5 peer recognition awards and a Platinum Star award—for extraordinary document quality, integrating a secure online review system, and overall innovation.

As an IT Consultant, Ron has provided clients with various services, including: project management, operations support, proposal writing, technical communications, knowledge base administration, desktop publishing services, business skills coaching, productivity classroom training, data security, Microsoft Office automation, web site design, book and newsletter publishing, and corporate communications. He is also a published author, writing non-fiction books about various personal interests.

Mr. Kaine’s 30 years of professional experience in Information Technology includes hands-on experience working with all major corporate operations areas, including: Marketing, Sales, Customer Service, Project Management, Supply Chain, Inventory Management, Manufacturing, Software & Systems Engineering, Information Technology, Knowledge Base Resources, Quality Assurance, Finance, Human Resources, Technical Support, Management, and Senior Executives.

Mr. Kaine is a graduate of the nationally-recognized Grove City College, with a dual-major Bachelor’s degree in Computer Systems and Christian Ministries, where he learned about balancing the tools of business technology with the principles of business management.