



**2020 Virtual User Conference**

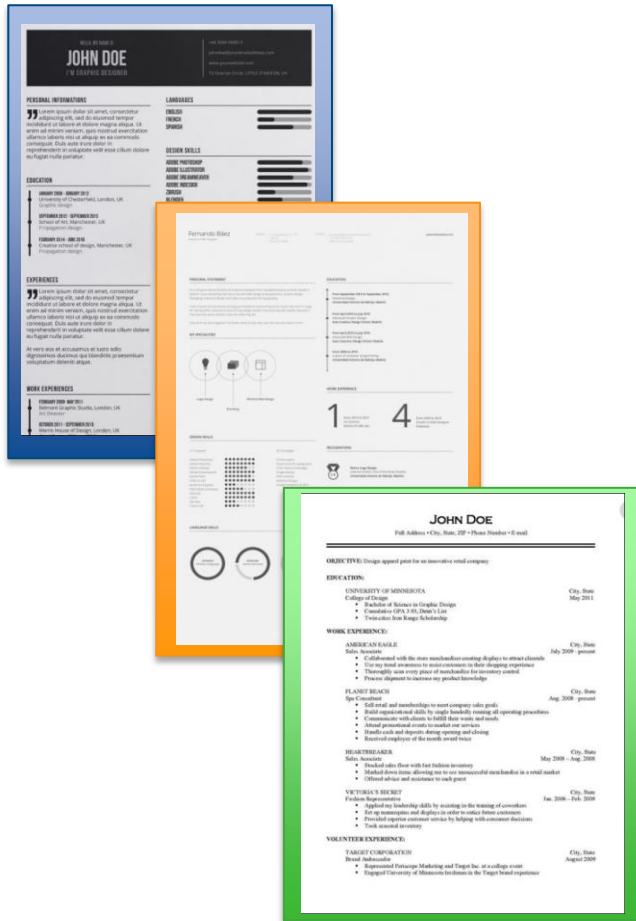
10.15.20 1:00 - 5:30 PM EST

# ***STREAMLINE REPETITIVE PROPOSAL DOCUMENT CREATION***



**NiKole Maxwell**

# It Can Be Chaotic



- Everyone has a different resume
- Access to the data you need
- Access to the people you need
- Deadlines, competing schedules
- Emails flying in and out of the inbox
- Communication internally and externally, across business unit, different branches and often different time zones.

# Wouldn't You Like?

- **A resume repository that the proposal team can access, query and maintain?**

**A solution that allows an employee to update their data on a determined schedule?**

**A system that sent out automated messages to users when their credentials were due to expire and when resumes need to be updated?**

**To know when the organization has lost critical skillsets for success?**

What if I Told You...

...It does exist...

**DocuSign®**

**privia**

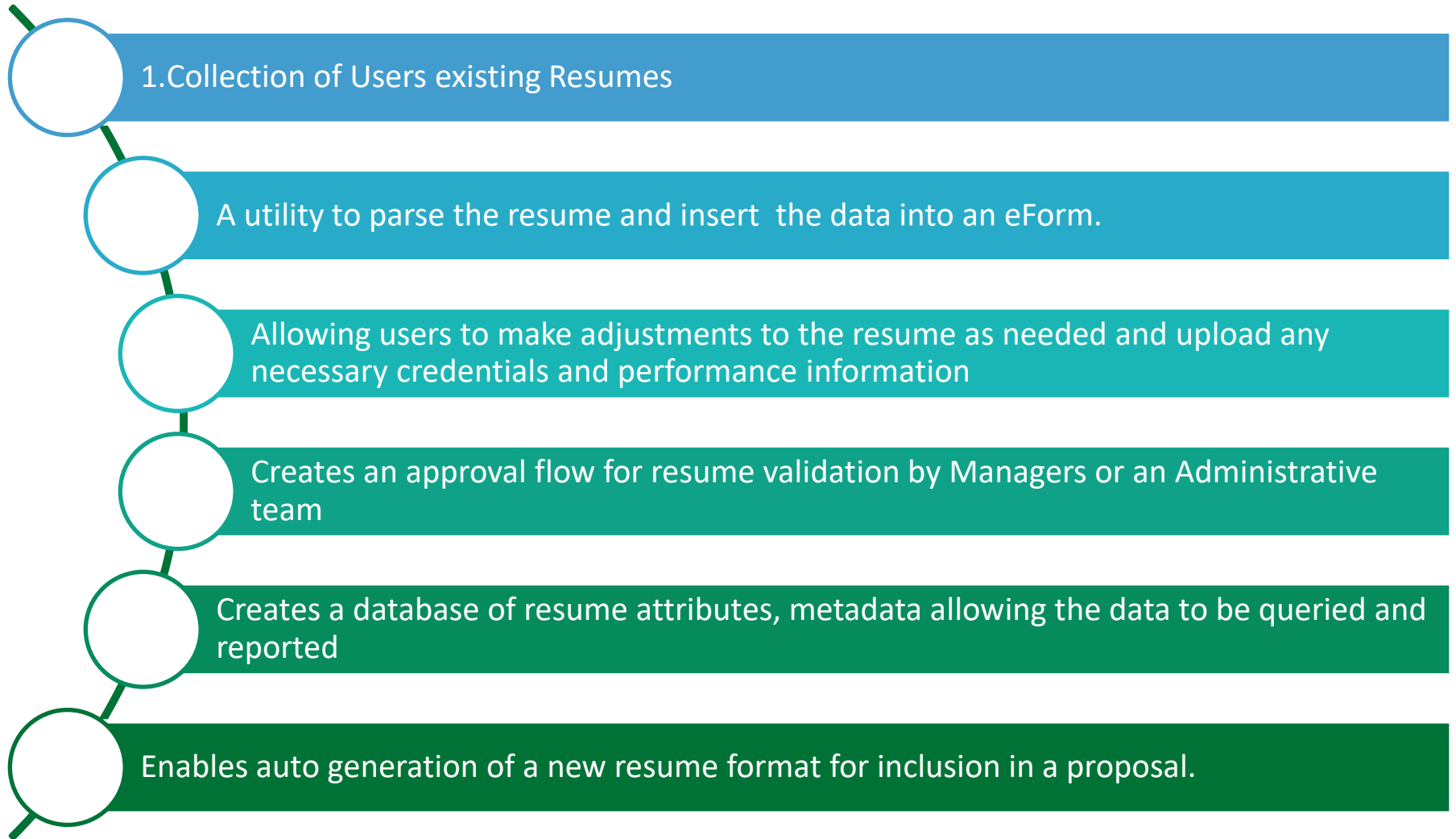


Resume Manager, a proposal lifecycle solution by Privia



- ✓ Created by Privia to automate the resume generation process
- ✓ Powered by the DocuSign Contract Lifecycle Management Platform (CLM)
- ✓ Capture and store candidate resumes
- ✓ Schedule automated requests for annual updates to an employees' skills, certifications, and new performance experience.
- ✓ Query, Select and Present the right candidates based on their documented skills and performance.
- ✓ Generate a report to display lost skillsets, clearance certifications, and experience.

# Resume Manager Empowers Proposal Teams



# Resume Manager Process

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1. Collects a Users existing Resume

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Parses the resume and inserts the data into an eForm.

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Users review and update their resumes

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Managers or an Administrative teams approve the resume for use (active status)

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Proposal Managers query the system, pick their candidates and auto generation the new resume format for inclusion in a proposal.



# Reusable Data Elements



Vomatico  
Consulting LLC

**First Name Last Name**

**Current Position**

**Employer Name**

**CLEARANCE STATUS:**

Level, Agency, Status

**PROFESSIONAL SUMMARY**

Employee Executive Summary

**Resume Template**



## Resume Template Mapping



Vomatico  
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**<# <Content Select="//FirstName" Optional="true"/>#>**

**<# <Content Select="//LastName" Optional="true"/>#>**

**<# <Content Select="//CurrentPositionTitle" Optional="true"/>#>, <# <Content Select="//CurrentEmployerName" Optional="true"/>#>**

**CLEARANCE STATUS :**

**<# <Content Select="//ClearanceLevel" Optional="true"/>#> <# <Content Select="//GrantingAgency" Optional="true"/>#>, <# <Content Select="//Security\_Clearance\_Status" Optional="true"/>#>**

**PROFESSIONAL SUMMARY**

**<# <Content Select="//ExecutiveSummary" Optional="true"/>#>**

# Minimal Effort

Map fields, merge selected employee data to a new template



Vomatico  
Consulting LLC

**Lanya Kean**

TESTING SPECIALIST, PRIVIA LLC

**CLEARANCE STATUS :**

Secret Department of Defense (DoD),

**PROFESSIONAL SUMMARY**

Meticulous Quality Assurance Officer with a keen eye for detail when it comes to developing managing and performing various quality assurance activities. Committed to ensuring that all established quality standards are followed. Specialize in evaluating the quality of manufactured products and the processes with which such products are created

# Schedule a Consultation with Professional Services

- ✓ Past Performance Manager
- ✓ Advanced Workflow with Privia
- ✓ Customize Your Privia Solution
- ✓ Mature with Metrics



## Professional Services

Website: <https://privia.com/professional-services>

Email: [services@privia.com](mailto:services@privia.com)

Phone: 703-539-0200

**NiKole Maxwell**

**Director, Professional Services**

Email: [nmaxwell@privia.com](mailto:nmaxwell@privia.com)

Phone: 703-539-0234

Mobile: 443-929-0152