



**CHRISTIAN
VILLAFUERTE**

Honduras

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CORE COMPETENCIES

Opportunity Research

RFPs, RFQs, RFIs, Sources Sought, bench contracts, renewals, subcontracting

Federal Acquisition

IDIQs, BPAs, GSA Schedules, GWACs, task orders, FAR/DFARS

Vendor Intelligence

SAM.gov, FPDS, USAspending, GovWin, Cal eProcure, Bonfire, PlanetBids

Go/No-Go Review

Scope fit, deadlines, experience, insurance, certifications, pricing

PRA / Public Records

Incumbents, pricing, awards, bid tabs, prior RFPs, Q&A

Proposal Support

Forms, resumes, past performance, technical approach, compliance



BUSINESS DEVELOPMENT | GOVERNMENT CONTRACTING

RFP & Proposal Support • Language Services

PROFESSIONAL SUMMARY

Business Development and Government Contracting professional with hands-on experience supporting opportunity research, RFP/RFQ/RFI tracking, bid qualification, proposal preparation, vendor portal management, deadline tracking, PRA/public records research, federal acquisition research, and language services administration. 5 years of government contracting experience including RFP & bid development, proposal writing, and contract administration. Strong background in interpretation, translation, transcription, OPI/VRI, simultaneous interpretation, recruitment, coordination, and proposal support.

PROPOSAL EXPERIENCE

Business Development / RFP & Proposal Support | Language Services Industry

- Researched and monitored government contracting opportunities across RFPs, RFQs, RFIs, Sources Sought, bench contracts, direct purchases, expiring contracts, renewals, and subcontracting opportunities.
- Reviewed opportunities involving IDIQs, BPAs, GSA Schedules, GWACs, master agreements, bench contracts, and task-order based procurement.
- Monitored 20+ procurement portals including SAM.gov, FPDS, USAspending, Cal eProcure, Bonfire Hub, PlanetBids, BidNet Direct, ProcureWare, Public Purchase, DemandStar, OpenGov, and city/county portals.
- Developed working familiarity with FAR/DFARS concepts, federal acquisition terminology, solicitation requirements, and proposal compliance expectations.
- Supported go/no-go evaluation of scope fit, location, deadlines, experience, certifications, insurance, resumes, mandatory meetings, pricing structure, contract size, and submission timelines.
- Used PRA and public records requests to gather intelligence on current contracts, incumbents, pricing sheets, awards, bid tabs, prior RFPs, and Q&A.
- Maintained bid pipelines tracking opportunity details, due dates, Q&A; deadlines, incumbents, and award status.
- Supported proposal preparation: forms, signatures, resumes, past performance, insurance, pricing, technical approach, methodology, quality control language, and addenda acknowledgments.
- Tailored capability statements for agencies, primes, healthcare, legal, education, public meetings, translation, interpretation, transcription, OPI/VRI, and government language access opportunities.

LANGUAGE SERVICES EXPERIENCE

Conference Interpreter | Freelance | simultaneousinterpretation.online

Sep 2017 – Present • California, United States (Remote) • On-site Interpretation projects in Honduras & Guatemala

- Provided Spanish-English simultaneous, consecutive, and RSI (Remote Simultaneous Interpretation) for conferences, legal hearings, public meetings, medical, education, and government settings.
- Delivered RSI for major events including Wikimania 2024 & 2025, Triennial IEP meetings (Dept. of Education), City of Oxnard legal hearings, LA County Justice/Care & Opportunities, Board of Trustees, City of Fresno Council, and multiple statewide & regional government meetings via Zoom.
- Supported language service operations through interpreter coordination, recruitment, scheduling, client communication, translation, transcription, voice-over, and multilingual project delivery.
- Built practical understanding of how language services are sold, staffed, coordinated, and delivered after award — strengthening proposal strategy and client positioning.

SELECTED PROCUREMENT & FEDERAL RESEARCH TOOLS

Cal eProcure • Bonfire Hub • PlanetBids • BidNet Direct • SAM.gov • FPDS • USAspending • GovWin • ProcureWare • Public Purchase • DemandStar • OpenGov • Vendor Registry • Euna Procurement • Periscope • County & City Portals

PROFILE STATEMENT

I bring preparation, organization, curiosity, and practical business development experience in the language services industry. I understand how opportunities are found, qualified, protected, followed up on, and converted into real business. My growth has been intentional, hands-on, and directly connected to business development, procurement, federal acquisition research, and government contracting.