ELIZABETH GRUNNAH

Government Contracts & Real Estate Specialist | Proposal Writer

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PROFESSIONAL SUMMARY

Writer, editor, and real estate professional with 10 years of experience in federal real estate contracting and private real estate transactions, built on a 10-year career in precision editing. Skilled at turning complex requirements into clear, accurate, compliant documents under tight deadlines. Supported Contracting Officers on federal lease drafting, review, and renewal, working in government systems including Delphi and PRISM. Seeking a proposal writing or contracts coordination role where strong writing, research, and attention to detail drive winning submissions.

CORE SKILLS

Writing & Editing: Proposal and technical writing, copyediting, compliance review, quality control, research, written communications

Contracts & Real Estate: Contract drafting and review, lease negotiation support, due diligence, market analysis, property valuation, portfolio management, transaction coordination

Systems & Tools: Delphi, PRISM, Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), DocuSign, ZipForms, typing speed 100 WPM

PROFESSIONAL EXPERIENCE

Real Estate Analyst

Martek Global Services, Fort Worth, TX | 07/2020 – 05/2026

Professional services firm providing acquisition and marketing support, logistics management, workspace planning, and development/renovation oversight.

- Drafted, reviewed, and renewed leases in support of Contracting Officers for the Federal Aviation Administration's real estate division, keeping documents accurate, complete, and aligned with federal requirements.
- Managed documentation across 15–20 active real estate projects at once, tracking deadlines and deliverables to keep contract timelines on schedule.

- Prepared purchase orders and leases in Delphi, PRISM, and Microsoft Office, streamlining the negotiation and contracting process.
- Coordinated airport personnel and private property owners to resolve questions and gather inputs, shortening turnaround times.
- Served as subject-matter expert and trainer for new staff, improving team performance and project outcomes.

Acquisitions Manager, Realtor, Co-Founder

Castle Hill Investments / Sell Your House DFW, Dallas, TX | 01/2016 – 03/2020

Real estate investment firm acquiring individual properties and portfolios for long-term hold or value-add renovation and resale.

- Co-founded and ran the Dallas branch of a house-flipping company, managing the full contract lifecycle from acquisition through renovation to sale.
- Conducted market research and property valuations to guide acquisition and pricing decisions, consistently achieving positive ROI.
- Served as listing agent, preparing listing materials and transaction documents and coordinating contractors and vendors to keep renovations on time and on quality.
- Wrote and produced marketing content for email campaigns, social media, and events, expanding the company's Dallas market presence.

Senior Editor

National Captioning Institute, Dallas, TX | 02/2005 – 12/2015

Real estate investment firm acquiring individual properties and portfolios for long-term hold or value-add renovation and resale.

- Edited post-production television and film content for grammar, accuracy, and compliance, delivering verbatim transcripts for hearing-impaired viewers on tight deadlines.
- Held a standard of 100% accuracy on verbatim transcripts, applying rigorous quality-control and compliance review.
- Mentored junior editors, raising quality consistency across projects and reducing editing errors.

EDUCATION

Bachelor of Arts, Print Journalism, University of North Texas, Denton, TX | 2002

CERTIFICATIONS

Active Texas Real Estate License | 01/2016 – Present

LEADERSHIP

Toastmasters, Dallas, TX | 02/2016 – Present. Weekly public speaking and leadership practice.