**Grant Writer Resume Sample 1**

**Cassie Armstrong**  
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**A. Summary**

With a strong commitment to the local community, I have worked with various agencies for the past 13 years as a dedicated grant writer. Successfully landing grants as large as $2.3 million, my accomplishments have helped make the community a better place for everyone. I am currently looking for a job that will allow me to do the same thing, but also encourage me to grow as a person and as a grant writer. I hope that with your agency, I can continue my mission of improving our local communities and achieving personal growth.

**B. Working Experience**

**March/2012 - Present - The Jacksonville Youth Support Group, Jacksonville, Florida**

**Responsibilities:**

* Prepare grant proposals in accordance with company policy and procedures
* Conduct research and interviews as needed to facilitate the grant application process
* Contact grant agencies to inquire about application status
* Submit updated information to agencies in a timely manner

**Achievements:**

* Successfully applied for a $2.3 million research grant
* Developed a streamlined application process that utilized digital paperwork copies
* Increased annual funding by almost 37 percent

**November/2008 - March/2012 - The Shelter of Greater Tampa Bay, Tampa Bay, Florida**

**Responsibilities:**

* Answer telephone inquiries from various clients
* Stay up to date on current and upcoming grant opportunities
* Participate in community fundraisers to raise awareness for the center
* Ensure that all grant applications are thoroughly completed

**Achievements:**

* Landed a $250k grant that helped pay for a new shelter
* Nominated as a finalist for the Bay Area Leaders of Tomorrow award
* Successfully developed an outreach program for disadvantaged youths

**January/2007 - November/2008 - Orlando Homes For Tots, Orlando, Florida**

**Responsibilities:**

* Conduct focus group research as needed to complete grant applications
* Help monitor spending, and balance the miscellaneous project fund
* Complete grant applications and ensure that they are sent out prior to the given deadlines
* Respond to grant agencies in a timely manner

**Achievements:**

* Achieved the highest adoption rating for the county
* Designed and implemented an adoption awareness campaign
* Successfully transitioned to a paperless billing system

**C. Education and Academic Training**

BA in Communication, University of Central Florida, Orlando, FL, 2005  
High School Diploma, Silverman High School, Port St Lucie, FL, 1999

**D. Job Related Skills**

* Trained in PowerPoint and Microsoft Word
* Familiar with budgeting programs like QuickBooks
* Skilled in written communication
* Ability to openly communicate with people face-to-face
* Research abilities

**E. General Skills**

* Established network of non-profit contacts and support groups
* Excellent communicator with a high degree of empathy
* High level of organizational skills