**Grant Writer Resume Sample 2**

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**A. Summary**

Growing up in an area where our local community center was in disrepair, I committed myself to making the world a better place one step at a time. I decided to accomplish that by starting my career as a grant writer over 11 years ago. To date, I’ve worked with a wide variety of non-profit organizations to secure the funding that they needed to complete various projects. I hope that I will have the chance to work with your group to help you succeed in your future projects and endeavors as well.

**B. Working Experience**

**November/2014 - Present - Montgomery Second Chances Aftercare, Montgomery, Alabama**

**Responsibilities:**

* Meet with new shelter residents and ensure that they receive their welcome packet
* Complete grant applications in a fast and efficient manner
* Answer the rolling telephone line and transfer calls as needed
* Balance the miscellaneous expense account

**Achievements:**

* Reduced repeat shelter admissions by almost nine percent
* Successfully implemented a new check-in process that reduced wait times
* Overall miscellaneous expense spending was reduced by six percent in one year

**January/2010 - November/2014 - AFNA Youth Counseling, Huntsville, Alabama**

**Responsibilities:**

* Man the crisis support line during certain periods like lunch breaks
* Complete grant applications and ensure all entries are as accurate as possible
* Conduct interviews and other research as needed
* Prepare new resident pamphlets and other promotional materials

**Achievements:**

* Successfully landed almost $2 million in funding in one year
* Achieved an average resident satisfaction score of 9/10 for two years running
* Created a partner program with the neighboring town’s center to address resident overflow needs

**March/2008 - January/2010 - Brighton Women United, Brighton, Alabama**

**Responsibilities:**

* Ensure that new members are as comfortable as possible by fostering a positive environment
* Balance the discretionary spending account each month
* Process at least two grant applications a month during peak business season
* Answer telephone inquiries from potential residents and media contacts

**Achievements:**

* Created a custom tour that showcased all of the center’s facilities
* Edited multiple promotional videos for marketing purposes
* Increased yearly funding by almost 19 percent

**C. Education and Academic Training**

BA in Communication, University of Alabama, Tuscaloosa, AL, 2007  
High School Diploma, George Jenkins High School, Neverfall, AL, 1998

**D. Job Related Skills**

* Well versed in both Excel and PowerPoint
* Trained in crisis intervention strategies and procedures
* Highly dedicated to research work
* Good at handling money
* Interviewee skills

**General Skills**

* Fluent in Spanish, English, and ASL
* Basic accounting principles
* Proven team player with a high degree of empathy
* Great communication skills