Grants Administrator

ROBERT SMITH

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Objective

A challenging, career-oriented position which will utilize background in Management, Writing, Computer Operations, Bookkeeping, Communications and Community Service while offering an opportunity for professional growth along with development and acquisition of new skills and experiences.

Skills

Computer Hardware, Computer Repair, Teaching, IT Management.

Work Experience

Grants Administrator

ABC Corporation - December 2007 – September 2009

- Managed the Grants Administration Office through three subordinate staff members.
- Researched funding prospects and associated regulations to identify appropriate opportunities that address various needs of the community then submitted application to granting agency.
- Monitored awards to ensure that all activities met funding agency standards and expenditures conformed to both the grant agreement and allowable items detail.
- Developed and utilized suspense schedule.
- Periodically compared activities to calendar and expenditures against total allocation to ensure that projects remained on schedule and within budget.
- Effectively used spreadsheet to develop budget, track grant revenue, and local match contribution, as well as expenditures by activity, City fiscal year, and program period.
- Authorized invoices for payment, posting of revenue, and reclassification of transactions.

Grants Administrator

Delta Corporation - 2004 – 2007

- Compiled beneficiary demographics and accomplishment statistical data for each program.
- Submitted reimbursement requests, progress reports, and financial reports to granting agency.
- Founded and developed the Barrow Hockey Association, a 501c3 Corporation which instructs in tobacco, alcohol and drug abstinence while providing a .
- Supervised/Managed/Instructed staff of 4 in carrying out project tasks according to their defined functions Orchestrated administrative support for .
- Reviewed all grants for accuracy prior to submission to the Office of Research Administration Disseminated grant opportunities to faculty and staff .
- Input data into trackers to generate payment amounts Ensure previous payments have successfully been received by the site Complete applicable .
- Proactively anticipate internal or external customer concerns and raise awareness to management.

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Education

MBA in Business Administration with Organizational Leadership Concentration - February 2007(Ashford University - Clinton, IA)

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