



AMELIA MOORE

Grants Manager

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📍 Los Angeles
🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Dedicated Grants Manager with 2 years of experience in managing grant proposals and compliance processes. Proficient in collaborating with stakeholders to secure funding and enhance program impact. Eager to leverage analytical skills and strategic thinking to optimize grant management processes and drive successful project outcomes.

WORK EXPERIENCE

Grants Manager

WidgetWorks Inc.

📅 Apr / 2024-Ongoing

📍 Denver, CO

1. Managed grant applications for both profit and non-profit organizations within the health sector.
2. Collaborated on a pay-for-performance system, enhancing project accountability through on-site monitoring.
3. Developed detailed work plans outlining levels of effort, timelines, and deliverables.
4. Authorized payments in tranches to ensure compliance with funding agreements.
5. Designed and facilitated a training program for staff on capacity building and grant management.
6. Oversaw expenditures to ensure adherence to approved budgets.
7. Coordinated cross-departmental efforts to align project goals with funding requirements.

Grants Manager

Crescent Moon Design

📅 Apr / 2023-Apr / 2024

📍 Portland, OR

1. Reviewed and assisted in the preparation and monitoring of grant budgets and contracts.
2. Ensured accuracy of vendor invoices, compliance with grant policies, and appropriate account coding.
3. Coordinated financial reporting for federal and state funding, addressing budget modifications as necessary.
4. Conducted compliance reviews to ensure adherence to grant specifications and regulations.
5. Managed accounts payable and receivable, ensuring timely processing of payments and receipts.
6. Handled administrative tasks, including correspondence, scheduling meetings, and maintaining electronic filing systems.

EDUCATION

Bachelor of Arts in Public Administration

University of Springfield

📅 Apr / 2022-Apr / 2023

📍 Phoenix, AZ

Focused on nonprofit management and grant writing strategies.

SKILLS

Reporting Skills



Team Collaboration



Regulatory Knowledge



Evaluation Techniques



Creative Thinking



Leadership Skills



INTERESTS

- 🤿 Scuba Diving 🎮 E-sports
📖 Reading Fiction 🧩 Puzzle Solving

STRENGTHS

- 💼 Stewardship 👥 Teamwork
🔑 Tenacity 🧠 Vision

LANGUAGES



ACHIEVEMENTS

- ★ Successfully secured \$500,000 in grant funding for health sector initiatives.