

ROBERT SMITH

Grants Specialist

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Accomplished professional with strong business and technical expertise. Highly skilled in the project, operations, and human resources management. Utilizes insightful and innovative strategies when advertising complex customer service and personnel problems.

2004 - 2005

GRANTS SPECIALIST - ABC CORPORATION

- Wrote two successful grant applications resulting in awards of approximately \$100,000 in funding, with over \$600,000 in potential grant awards pending at the time of departure from the agency.
- Coordinated the implementation of Archives grant with Contract Management Department for the construction of environmentally controlled file archive room.
- Wrote request for proposal for the continuation of elderly service coordinator program, and managed to award of a contract to Lifespans Eldersource program with the Catholic Family Center.
- Administered the contract between the Authority and consultant for public housing security services.
- Developed standard reports and templates in support of the grant process.
- Worked closely with program staff to identify proper solutions to complex.
- Conduct all phases of the grant process - from identifying fundable needs, identifying potential funders, grant preparation, grant submission, etc.

1999 - 2004

GRANTS SPECIALIST - DELTA CORPORATION

- Developed standard reports and templates in support of the grant process; worked closely with program staff to identify proper solutions to complex .
- Conduct all phases of the grant process - from identifying fundable needs, identifying potential funders, grant preparation, grant submission, .
- Afghanistan USAID partner that implemented a governance project with \$349m budget Issued 102 fixed obligation grants to community councils .
- Raised over 1 million from 2/2013 - 7/2013.
- Developed multiple funders for two innovative projects, including \$600,000 and \$70,000 for an In Person Counselor grant through the Illinois .
- Selected for second time as runner up in the Humana Chicago Benefits awards.
- hr Generate reports, process transfers, audits, analysis, and perform reconciliations of expenditures on State and Federal Education Grants in the .

EDUCATION

Master of City in Planning - (University of Texas at Arlington - Arlington, TX)

SKILLS

Microsoft Office, R Programming, Bloomberg.