ROBERT SMITH

Grants Specialist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Web maintenance and graphic design including eNewsletters, social media administration (Twitter, Youtube, Facebook), email blasts, graphic design of print materials (brochures, publications, corporate collateral) including submission and review of art proofs, online survey administration, and video-editing.

CORE COMPETENCIES

Microsoft Office Skill.

PROFESSIONAL EXPERIENCE

Grants Specialist
Georgia Department Of Community Affairs (DCA) - 2004 – 2020

Key Deliverables:

- Responsible for managing the housing counseling program.
- Writing and managing grants, reviewing and submitting agency reports, providing reimbursements for housing counseling services to housing counseling agencies statewide, conducting housing counselor certification training classes, and professional development workshops for housing counselors, and ensure compliance with grant program requirements.
- Increased participation in housing counselor certification training classes by 50%.
- Created program revenue totaling to date.
- Facilitate Professional Development Seminars for housing counselors annually.
- Conduct annual client file reviews and site visits to ensure program compliance.
- Plan performance goals and direct daily duties of the Grants Consultant.

Grants Specialist
Delta Corporation - 1999 – 2004

Key Deliverables:

- hr Same duties as listed above.
- Developed, wrote, critiqued and edited grant proposals, grant re-applications, and letters of inquiry for submission to government agencies, .
- Assisted with program and project development.
- Provided administrative oversight of proposal teams; wrote, co-authored, and/or edited grant proposals; consulted on budget development and matters .
- Wrote and submitted 15 proposals; awarded total of $4,000,000.
- Authored a Grants Manual, led collaborative roundtables/brainstorming sessions for program and proposal development.
- Identified funding priorities; wrote, edited and submitted grant proposals according to guidelines -Researched with great detail the history and .

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EDUCATION

Diploma in PUBLIC SPEAKING - (Whitney M. Young High School)

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