

OBJECTIVE:

Seeking a career in Grant management

PROFESSIONAL EXPERIENCE:**YMCA OF METRO ATLANTA****Quality Assurance Monitor** – January 2018-present

- Oversee Assigned YMCA Locations In The Atlanta Area To Ensure That All Program Goals Are Achieved
- Train & Develop Staff Members To Perform At Company Standards
- Ensure That Members Are Receiving Quality Member Services & Feel Welcomed When They, Themselves, & Their Family Comes To Enjoy The Center

SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION**Grant Specialist**• July 2015-November 2017

- Grant Specialist For The Largest 21st Century Community Learning Center Program In The State Of GA
- Conducted Business Prospecting By Cold Calling & Other Forms Of Lead Generation Tactics To Create & Maintain Partnerships With Nonprofit & For-Profit Organizations
- Met With Public And Private Businesses To Sell Them On Why They Should Partner With The Savannah Board Of Education
- Recruited, Trained & Managed Volunteers For Selected Organizational Events
- Served As The Liaison Between The State And Local Funders, & Led Public Awareness For Funded Programs
- Identified Potential Grant & Partnership Opportunities
- Ensured Grant Submission Deadlines Were Met
- Found, Researched, Wrote, & Edited Grants
- Managed Grant Supported Programs And Budgeted Program Spending Accounts
- Evaluated & Reported Program Data
- Worked With Parents & Community Stakeholders To Develop Learning Programs For Youth
- Created Business-to-Business Partnerships With Various Organizations To Develop Programs For The Local Savannah-Chatham County Public School System & Community

YOUTH BUILD SAVANNAH**Career Development Specialist** - October 2013–June 2015

- Responsible For Placing Students On A Promising Career Path By Connecting Them With Future Employers
- Prospected Potential Businesses (Employers) To Build Ongoing Relationships & Sell Them On Reasons To Hire Youth Build Students. Recruited and trained volunteers for the program.
- Exceeded My Job Placement Goal & Increased The Overall Job Placement rate by 90% Over The Year Prior

EDUCATION

Masters of Professional Communication & Leadership, Armstrong State University – Savannah, GA
(May 2015)

Bachelor of Art, English, Savannah State University – Savannah, GA (2012)]

DISTINCT COMPETENCIES

Six Sigma Trained, Project Management Trained, Experience In Business-to-Business Sales and Marketing, Excelled In Meeting & Exceeding Deadlines & Quotas, Excellent Networking & Communication Abilities