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## Foundation Program Officer Resume

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### Job Objective

Qualified Foundation Program Officer seeking to fill position with established top-rate organization looking for applicants with extensive training and experience.

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### Highlights of Qualifications:

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- Huge working experience in strategic and business planning
  - Extensive research knowledge
  - Solid knowledge of microfinance industry and its best practices
  - Strong networking and financial statement analysis skills
  - Ability to handle multiple activities concurrently in pressure situations
  - Ability to carry out research to analyze and assess business scenario
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### Professional Experience:

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Foundation Program Officer  
McCormick Foundation, Providence, RI  
August 2005 – Present

- Conducted research to identify and scrutinize potential grantees.
- Interviewed key stakeholders and potential grantees and visited potential sites.
- Worked closely with Trustees and grantees to develop goals, approach, initiative and evaluation of grants.
- Assisted existing and potential grantees with strategic planning and advice.
- Developed collaborative and candid relationships with grantees.
- Prepared written recommendations updates and reports for Trustees.

Foundation Program Officer  
Doris Duke Foundation, Providence, RI  
May 2000 – July 2005

- Developed and maintained relationships with existing and potential grantees.
  - Worked closely with grantees to regularly communicate foundation objectives so as to achieve the set objectives within the deadline.
  - Worked with senior vice President to develop and implement the policy, and advocacy and research activities.
  - Attended domestic meetings on food security, agriculture, water and sanitation.
  - Assisted senior vice president to synchronize various work streams as per foundation policy and interests.
  - Cultivated relationships with various advocacy, policy and research organizations working on agriculture, land grabs and other areas.
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### Education:

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Bachelor's Degree in Psychology  
Clemson University, Clemson, SC

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