
Grant Administrator Resume

Job Objective

Looking for work as a Grant Administrator in order to exercise my experience in the industry for your organization.

Highlights of Qualifications:

- Remarkable experience in Grant administration
 - Huge knowledge of grant writing and grant administration systems
 - Deep knowledge of construction and building practices
 - Solid understanding of MS Office
 - Familiarity with grant application process and grant programs
 - Amazing ability to outline new sources of funding
 - Outstanding ability to develop projects
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Professional Experience:

Grant Administrator
Habitat for Humanity International, Green Bay, WI
November 2007 – Present

- Coordinated with Principal Investigators.
- Corresponded investigators of submission dates and changes in application.
- Oversaw assigned monthly financial reports.
- Assisted Research Management and Research Finance.
- Established primary working relationships with site administrators.
- Enforced new technologies and coordinated in monthly BRISC and Department of Anesthesia Research Administrator meetings.

Grant Administrator
CDM, Green Bay, WI
December 2003 – October 2007

- Aided formulation of submissions for new grant proposals.
 - Outlined annual progress reports.
 - Managed preliminary financial negotiations.
 - Maintained records and spreadsheets.
 - Maintained the databases of all supplies, chemicals and capital equipment ordered by the laboratory.
 - Computed invoices for services provided.
 - Aided as member of SPL Operations Committee.
 - Coordinated with Laboratory Director.
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Education:

Bachelor's Degree in Business Administration
Sarah Lawrence College, Bronxville, NY

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