
Grant Coordinator Resume

Job Objective

Seeking a position as Grant Coordinator in a reputed organization where I can utilize my knowledge and experience.

Work Experience:

Grant Coordinator, May 2004 – Present
Python, Shawnee, OK

- Coordinated with schools and internal departments to meet grant requirements.
- Researched and identified funding sources and grant-making organizations.
- Reviewed and recommended suggestions for the fund raising proposals made to grant-making organizations.
- Maintained and updated database of grant making organizations.
- Ensured adequate supply of additional supportive material.

Grant Coordinator, March 2002 – April 2004
Kettle,inc., Shawnee, OK

- Coordinated with grant-making organizations during their review of a submitted grant application.
 - Created and managed project progress reports for grant-making organization.
 - Overseen reporting requirements for grants and contracts.
 - Gathered information to grasp the concept of project and program for which funding is sought.
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Summary of Qualifications:

- Outstanding experience in administration of publicly funded programs and Grant writing
 - Proficient in Word, Excel, PowerPoint, Internet navigation
 - Ability to read and interpret regulations and general accounting ledgers
 - Familiarity with nonprofit agencies and nonprofit-run businesses
 - Remarkable ability to build relationships with grantors around the nation and personnel within the organization
 - Amazing ability to work in a team environment with frequent interruptions and changing priorities
 - Excellent customer service and follow-up skills
 - Strong organizational and communication skills
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Education:

Bachelor's Degree in Business, Houghton College, New York, NY

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