



## OBJECTIVE

Helping individuals and nonprofit organizations find and secure funding for the causes they are passionate about



## EXPERIENCE

### Grant Writer & Copyeditor | Freelance, Remote

JAN 2017 – PRESENT

- Write foundation and corporate grant applications for nonprofits with a focus on domestic violence, sexual violence, and women and children's issues, totaling to over \$3 million in grants
- Provide professional copyediting and formatting in American Psychological Association style
- Consult with authors, both remotely and in person, to review and improve manuscripts

### Grant Writer | House of Ruth, Pomona, CA

JUNE 2019 – JUNE 2021

- Wrote foundation and corporate grant applications winning over \$2 million over 2 years
- Managed grant reporting and funder communication for 30-40 grants
- Conducted grant research on several search engines bringing in over 10 new funders

### Head Administrator | University of Denver Writing Center, Denver, CO

SEPTEMBER 2015 – JULY 2017

- Prioritized tasks while overseeing writing center floor, managing front desk, and communicating with students, faculty, and staff
- Informed students and faculty about purpose of the center, identified appropriate services for writers, and responded effectively to consultant and writer needs

### Editorial Assistant | Contemporary Sociology, University Park, PA

MAY 2012 – AUGUST 2014

- Wrote and copyedited reviews in APA formatting style
- Paid close attention to detail while working under multiple deadlines



## EDUCATION

Master of Social Work | University of Denver | 2015 - 2017

Bachelor of Arts in Sociology | Pennsylvania State University | 2010 - 2014



## SKILLS

- Writing
- Time management
- Attention to detail
- Academic/professional research
- Prioritizing projects
- Organization
- Persuasive communication
- Listening