

Emily Chen

Emergency Grant Writer

✉ emily.chen@email.com
📍 New York, NY
🌐 linkedin.com/in/emilychen

☎ 555-555-5555
🌐 emilychen.com
📁 emilychen.com/portfolio



Summary

Results-driven Emergency Grant Writer with 8+ years of experience in securing funding for non-profit organizations, governmental agencies, and educational institutions. Proven track record of successfully writing and managing grants that yield high success rates, with a strong focus on emergency response and disaster relief. Skilled in research, program development, and stakeholder engagement, with expertise in grant writing, project management, and team leadership.

Experience

Emergency Grant Writer

Disaster Relief Organization • New York, NY • Jan 2018 - Present

Write and manage emergency grants for disaster relief efforts, with a focus on rapid response and recovery. Collaborate with program managers, researchers, and stakeholders to develop grant proposals, budgets, and reports. Conduct research and analyze data to identify funding opportunities and trends.

- Research and identify potential funding sources, resulting in a 25% increase in grant submissions
- Write and edit grant proposals, resulting in a 90% success rate and \$1.2 million in secured funding
- Develop and manage grant budgets, ensuring 95% accuracy and compliance with funding regulations
- Collaborate with program managers to develop program plans and objectives, resulting in a 30% increase in program outcomes

Grant Writer

Non-Profit Organization • Los Angeles, CA • Jun 2015 - Dec 2017

Write and manage grants for various programs, including education, healthcare, and community development. Conduct research and analyze data to identify funding opportunities and trends. Collaborate with program managers and stakeholders to develop grant proposals, budgets, and reports.

- Research and identify potential funding sources, resulting in a 15% increase in grant submissions
- Write and edit grant proposals, resulting in a 80% success rate and \$500,000 in secured funding
- Develop and manage grant budgets, ensuring 90% accuracy and compliance with funding regulations
- Collaborate with program managers to develop program plans and objectives, resulting in a 20% increase in program outcomes

Education

Bachelor's

University of California, Los Angeles • Los Angeles, CA

Jun 2010 - Jun 2014

English • 3.5

Master's

Skills

- Grant Writing
- Research
- Project Management
- Team Leadership
- Stakeholder Engagement
- Budget Development
- Program Development
- Data Analysis
- Communication
- Time Management

Languages

English • Native
Spanish • Intermediate

Strengths

Attention to Detail

Strong attention to detail, with a focus on accuracy and compliance in grant writing and management.

Strong Communication Skills

Excellent communication skills, with the ability to effectively collaborate with stakeholders, program managers, and team members.

Results-Driven

Results-driven approach, with a focus on achieving high success rates and securing funding for emergency response and disaster relief efforts.

Hobbies

Volunteering

Hiking

Awards

Grant Writing Award

Grant Writing Institute • Jan 2020

Received an award for outstanding grant writing achievements, recognizing a 25% increase in grant submissions and a 90% success rate.

References

University of Southern California • Los Angeles, CA
Sep 2014 - May 2016
Public Administration • 3.8

Jane Doe, Program Manager
Supervisor jane.doe@email.com

John Smith, Grant Manager
Colleague john.smith@email.com

Certificates

Grant Writing Certification

Grant Writing Institute • Jan 2018

Completed a comprehensive grant writing certification program, covering topics such as grant research, proposal writing, and budget development.

Emergency Management Certification

Emergency Management Institute • Jun 2019

Completed a certification program in emergency management, covering topics such as disaster response, recovery, and mitigation.