**Grant Administrator Resume Template**

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**Objective**

To work as a Grant Administrator for a large philanthropic organization

**Summary of Qualification**

* 10 years exposure in various research grant administration for
* Excellent communication, interpersonal, diplomatic and negotiation skills
* Excellent computer literacy with strong command of Spreadsheets.

**Career Experience/Job History**

**2000 – Present: Grant Administrator, Vanderbilt Foundation, NY**

* Accept and process grant application for scientific, cultural and historic research
* Ensure that all application is complete with support documentation.
* Conduct seminars and explain the rules and conditions for approving grants and the responsibilities associated with the grant.
* Evaluate grant application to ensure they comply with the qualification criteria and determine the most supportive amount for the project.
* Implement grant tracking and accounting system.
* Conduct periodic financial audits on funded projects.
* Review project accounting reports on fund disbursements.
* Prepare monthly reports to management on progress of funded projects.
* Assist project owners in justifying additional grant requests.

**Education**

2001:  Passed Certified Public Accountant licensure.

1996 – 2001: BS Accountancy, Virginia State University

**Professional references to be furnished upon request**