

Robert Robinson

999 Main Street • Any Town, NY 99999
Cellular Telephone: (999) 999-9999
Email: email@yahoo.com

HIGHLIGHTS OF QUALIFICATIONS: *Supervisor/Manager, Grant Writer, Program Project Manager, Public Relations/Fundraising, Teacher, Counseling/Social Services*

- ***Strong background combining business, liberal arts and community experience.***
 - ***Excellent, proven and recognized background in business/program operations and strategic planning.***
 - ***A strategic and analytical decision maker and problem solver who focuses on the overall picture to ascertain needs and goals, identify difficulties, establish or streamline systems and processes, and to formulate visionary solutions.***
 - ***Successful with the challenge of teaching and creating a stimulating learning environment.***
 - ***Outstanding presentation skills; both written and spoken.***
 - ***Proven record of innovative, effective supervision and staff development.***
 - ***A dynamic team builder and leader who communicates direction and conveys complex information in easily understood formats, commits people to action with clear authority and accountability and promotes a positive working environment conducive to collaboration, team work, continuous learning and improvement.***
 - ***Well-organized; strong on designing, planning and implementing programs.***
 - ***Very skilled and effective technical writer and editor.***
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PROFESSIONAL EXPERIENCE

ABC INC. – Any Town, NY • 2005 - Present

GRANT WRITER

- Reviewed literature dealing with funds available for grants.
- Discussed program requirements and the sources of funds available with administrative board.
- Conferred with administrative board to develop program goals and objective.
- Worked with fiscal officer in preparing narrative justification for budgetary expenditures.
- Wrote grant application and submitted them for approval.
- Various office duties.

XYZ CORP. – Any Town, NY • 2002-2004

GRANT WRITER AND RESEARCHER

- Conducted grant research
- Edited and re-wrote grant applications that had already been generated
- Helped organize office, made copies and sent faxes

BCD INC. – Any Town, NY • 2000-2002

ANALYST / GRANT WRITER

- Document processes and standard operating procedures (SOPs) that involve or affect Security Operations Center (SOC) personnel.
- Interview SOC personnel and other FCC staff as necessary to create SOPs that are reviewed by Security Officer, OIG, Legal Counsel and other involved divisions.
- Design and produce 150+ page SOP manual for a broad audience that includes topics ranging from conducting personnel investigations to workplace violence.

SPECIAL SKILLS

Experience working in a multi-cultural business environment with exceptional talent for program building, strategic and operational planning, marketing, fundraising and financial management. Highly motivated manager/supervisor with great work ethics. Skilled at editing and research. Knowledgeable with all aspects of office work, equipment and applications. Intermediate Japanese speaking ability. Familiarity with United States military as an employee and as a military spouse.

EDUCATION • CERTIFICATES OF TRAINING

University of New York **B.A. Humanities**

- Summa Cum Laude, 4.0 G.P.A., Dean's List Awards

Certificates of Training: *Financial Counseling, Deployment & Wartime Situational Counseling, and Air Force Aid Society Program Management.*

REFERENCES:

JeffTheCareerCoach.com