

## Grant Writing Expert with 6 Years' Experience Seeking *Technical Writer* Role

Detail-oriented and highly motivated professional with a proven track record in grant writing and proposal reviewing. Experience in developing award-winning proposals and enhancing documentation clarity. Adept at collaborating with teams and managing priorities to achieve exceptional results.

### Areas of Expertise

Technical Documentation | Grant Writing | Proposal Review | Content Creation | Project Management | Research Analysis  
Writing and Communication | Technology Integration | Digital Literacy | Authoring Tools | Teaming and Collaboration

## Education & Certifications

**Master of Arts in Professional and Technical Communication**, University of North Texas, 2025 (expected) | Online  
**Bachelor of Science in Chemistry**, Mississippi State University, 1994 | Mississippi State, MS

## Professional Experience

**Our National Conversation**, Remote

February 2024 – Present

### *Grant Writing Intern*

Lead team to enhance grant approval rates by conducting thorough research on funding sources and aligning proposals with funder priorities. Collaborate with program staff to develop compelling, clear narratives for grant proposals. Manage editing and proofreading of all grant applications to enhance clarity, accuracy, and effectiveness.

- **Created and refined technical documentation** for grant applications, including user guides and process documentation, resulting in improved proposal success rates.
- Developed **award-winning grant proposal**, achieving recognition as a top 25% intern for Spring 2024.

**Unfunded List**, Remote

February 2024 – May 2024

### *Proposal Reviewer*

Reviewed and assessed unfunded grant proposals, delivering constructive feedback and recognition. Enhanced clarity and quality of proposal documents through detailed review and insightful recommendations.

- Successfully submitted grant reviews **2 weeks early** by effectively using Trello, managing competing priorities.

**Sabbatical**, Zurich, Switzerland

June 2021 – October 2023

### *Career Break*

Relocated to Switzerland for spouse's company transfer. Explored various European countries to enhance cultural understanding and personal growth.

- Attained **A1 certification** in spoken German and **A2 certification** in written German via fide test.

**Uncultured Ales**, Online

June 2016 – June 2021

### *Co-Owner & Manager*

Oversaw daily business operations and made strategic financial decisions to enhance profitability and support company growth. Developed and managed company website and social media platforms, focusing on content creation and optimization. Created and maintained comprehensive documentation for internal processes and strategies, improving operational efficiency.

- **Implemented best practices** for content organization and presentation, leading to improved user experience.

## Skills

**Technical:** Microsoft Office: Word, Excel, PowerPoint, 365; Google Apps: Docs, Sheets, Slides, Meet; Trello; MadCap Flare

**Languages:** German (Basic)