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LH

Address, City, State Zip ~ (XXX) XXX-XXXX ~ abc@xyz.net

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### **SUMMARY OF QUALIFICATIONS**

- Seasoned grant writing professional with more than 10 years of experience securing multi-million dollar funding for key programs that have positively impacted thousands of community members.
- Led the development and implementation of a childhood asthma initiative in 2001, a program which continues today to help thousands in various ways; outstanding, top-notch persuasive writing ability.
- Experienced successfully managing annual budgets in excess \$1 million and hiring, training, supervising and motivating a diverse team of up to 10 personnel; proven ability to solve problems.
- Excellent public speaker with a proven ability to successfully create and develop community partnerships with city and county governments; earned Masters Degree in Public Health.
- Skilled in all aspects of program development and training as well as project coordination.

### **PROFESSIONAL EXPERIENCE**

COMPANY NAME, San Diego, California 1999-Feb. 2010

#### ***Job Title (2007-Feb. 2010)***

- Wrote eight grants annually, from \$5,000 to up to \$1 million; managed a budget of \$900,000 per year; and hired, trained and supervised a staff of four associates.
- Managed San Diego Regional Asthma Coalition and National City Asthma Project after successful securing \$725,000 and \$150,000 in funding, respectively.
- Secured \$3 million grant from U.S. Department of Housing and Urban Development for the City of San Diego Healthy Homes project, which helped community members.
- Delivered formal presentations to board of directors as well as up to 30 community members, and submitted quarterly reports to funding donors, showcasing how funds were making a positive impact.

#### ***Job Title (1999-2006)***

- Managed multiple asthma, adult lung health and tuberculosis programs for San Diego County while supervising a staff of up to 10 personnel, including hiring and training.
- Managed annual budget of \$1.5 million, and wrote and monitored subcontractor agreements to ensure program objectives were met and funds were spent appropriately.
- Led the development and implementation of the San Diego Childhood Asthma Initiative with multiple partners in 2001, securing \$2.45 million, a program which continues today in various forms.
- Secured a 5-year, \$1 million grant from Center for Disease Control for the San Diego Unified School District to implement an asthma management project focused on policy development and implementation.
- Secured two-year, \$20,000 grant from Ray Kahler Foundation enabling San Diego County case workers to help those diagnosed with tuberculosis requiring quarantine for up to 30 days.

COMPANY NAME, San Diego, California 1998-1999

#### ***Job Title***

- Organized three-day workshops for communities to foster collaboration, understanding, reduce duplication of services, and create agency partnerships among health and social service agencies.

COMPANY NAME, San Diego, California 1989-1998

#### ***Job Title***

COMPANY NAME, San Diego, California 1985-1989

#### ***Job Title***

### **EDUCATION, CERTIFICATES AND MEMBERSHIPS**

XYZ UNIVERSITY, City, State

*Master of Science in Public Health*

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XYZ UNIVERSITY, City, State

*Bachelor of Science in Community Health Education*

- Certified Health Education Specialist
- Member: Society of Public Health Educators and American Public Health Association