Emma Johnson

Government Grant Writer

CONTACT

📞 (720) 555-1234

✉️ emma.johnson@email.com

📍 Denver, CO

EDUCATION

Master of Public Administration (MPA)

University of Colorado Denver

Graduated: May 2015

Bachelor of Arts in English

University of Colorado Boulder

Graduated: May 2013

Certifications

- Project Management Professional (PMP), PMI, 2020
- Certified Grant Writer (CGW), American Grant Writers' Association, 2018

LINKS

LinkedIn: /in/emmajohnson

💼 PROFESSIONAL SUMMARY

Detail-oriented government grant writer with 10+ years of experience securing federal and state funding for public infrastructure and social services programs. Skilled in drafting persuasive proposals, managing large-scale budgets, and ensuring compliance with government regulations.

💼 EXPERIENCE

Senior Grant Writer   2018 - Now

City of Denver, Department of Public Works, Denver, CO

- Researched and wrote 20+ successful federal grant proposals for transportation and public works projects, securing M in funding annually.
- Coordinate with city planners and engineers to ensure all grant submissions are aligned with federal guidelines and project timelines.
- Implement a grant tracking system that improved efficiency and reduced missed deadlines by 25%.
- Conduct training sessions for junior staff on grant writing best practices and compliance procedures.

Grant Specialist   2015 - 2018

Colorado Department of Health and Human Services, Denver, CO

- Drafted and submitted grant applications for public health initiatives, resulting in M in state and federal funding.
- Conducted grant compliance reviews and assisted program managers with budget adjustments.
- Trained staff on grant writing best practices and compliance requirements.
- Reviewed and evaluated funding opportunities to identify alignment with departmental goals.

⭐ SKILLS

Federal and state grant writing	★ ★ ★ ★ ★
Budget management	★ ★ ★ ★ ★
Compliance and regulations expertise	★ ★ ★ ★ ★
Proposal editing and proofreading	★ ★ ★ ★ ★
Advanced proficiency in MS Office Suite	★ ★ ★ ★ ★