

RAYMOND ORTIZ

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Seasoned freelance grant writer with a BA in English from UCLA, an MA in professional writing from Carnegie Mellon University, and a BS in communication from Boston University. Proven record in securing significant grant funding, demonstrated by over \$3 million for Adobe Systems and Walt Disney Company. Expertise in researching grant opportunities, crafting compelling proposals, and managing grant application processes, complemented by American Grant Writers' Association certifications and the Grant Professionals Certification Institute.

PROFESSIONAL EXPERIENCE

Senior Grant Writer, Adobe Systems, San Jose, CA

January 2018 to present

- Secured over \$2 million in grant funding for various arts and design projects within the company, helping increase project funding by 30% compared to previous years
- Established a comprehensive grant tracking system that improved the efficiency of monitoring and reporting on grant applications by 40%
- Led and mentored a team of junior grant writers to improve productivity by 25%

Grant Writer, Walt Disney Company, Burbank, CA

June 2015 to December 2017

- Authored and submitted over 50 grant proposals, resulting in the acquisition of \$1 million in funding for arts and design initiatives
 - Researched and identified new grant opportunities, expanding the company's potential funding sources by 20%
 - Collaborated with project managers and stakeholders to understand project goals, ensuring alignment with grant opportunities and increasing proposal success rate by 15%
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PROFESSIONAL DEVELOPMENT

- Certified Fund Raising Executive (CFRE), CFRE International
 - Certified Grant Writer (CGW), American Grant Writers' Association
 - Grant Professional Certified (GPC), Grant Professionals Certification Institute
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KEY SKILLS

- Grant proposal writing
 - Independent research
 - Project management
 - Reporting and documentation
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EDUCATION

Bachelor of Arts in English | May 2015
University of California, Los Angeles, CA

Master of Arts in Professional Writing | December 2017
Carnegie Mellon University, Pittsburgh, PA

Bachelor of Science in Communication | June 2016
Boston University, Boston, MA