




# Raymond Ortiz

## Freelance Grant Writer

Seasoned freelance grant writer with over \$3 million in secured funding. Hold advanced degrees in professional writing and communication. Skilled in crafting winning proposals, finding grant opportunities, and managing application processes to maximize funding success.

## CONTACT

 (123) 456-7890

 email@example.com

 LinkedIn

 City, ST 12345

## KEY SKILLS

- Grant proposal writing
- Research and analysis
- Reporting and documentation
- Team leadership

## PROFESSIONAL EXPERIENCE

January 2018 - Present

**Senior Grant Writer** | Adobe Systems | San Jose, CA

- Secured over \$2 million in grant funding for innovative arts and design projects, helping increase project funding by 30% across the organization
- Researched and uncovered grant opportunities that aligned with company goals, increasing the potential funding pool by 40%
- Established a comprehensive grant tracking and reporting system that raised the efficiency of application monitoring and documentation by 50%
- Led and motivated a team of junior grant writers to enhance overall output by 25%
- Work closely with stakeholders and project managers to align grant proposals with organizational goals

January 2015 - December 2017

**Grant Writer** | Walt Disney Company, Remote

- Authored and submitted over 50 detailed grant proposals, leading to \$1 million in secured funding for arts and design initiatives
- Developed strong relationships with funding organizations and maintained a database of grant opportunities, increasing the company's long-term funding prospects
- Held workshops for internal teams to improve grant writing strategies, resulting in a 20% increase in proposal approval rates
- Collaborated with various departments to ensure grant projects met compliance and reporting standards

## EDUCATION

**Master of Arts in Professional Writing**

Carnegie Mellon University | - June 2017

**Bachelor of Arts in English**

UCLA | - April 2015