

# Client Name

## Grants Project Manager

Team-minded and people-oriented professional to plan and execute grants program and projects from application approval to utilization of grants. Capable of maintaining organization database records and files regarding grant processing. Adept at liaising with team members to ensure financial management for grants and contracts, while aligning with organizational financial structure. Ability to process grant contracts and reimbursements for grant programs as well as evaluate agreement processing processes / technology and determine areas for improvement. Possess exceptional interpersonal, problem-solving, analytical, leadership, communication, and time-management skills.

## Professional Experience

### Shorewest Realtors Lake Country Real Estate Agent

2021 – Present

Communicate clearly with clients to determine needs / budget and match to available properties. Arrange walkthroughs of prospective properties and guide clients through features and value of each home. Negotiate / oversee sales contracts and answer all client questions to ensure client retention. Maintain positive client relationships by staying up-to-date on individual needs, market trends, and contract negotiations in order to thoroughly answer questions. Work methodically within time constraints.

- Leveraged experience with legal matters and state regulations regarding real estate sales process.
- Coordinated property closings and managed closing processes in accordance with rules and regulations.
- Sold 1.65M in volume in first nine months.

### The Barre at Mill Creek, Front Desk & Childcare

2018 – 2020

Greeted customers and answered questions in friendly and conversational tone. Scheduled and confirmed appointments to streamline operations. Facilitated manager to maintain studio in required manner. Established safe and structured space for children and youth to explore. Delivered nurturing, support, and inclusive approach to all children and clients. Fostered trusting relationships with children and clients by efficiently interacting with integrity. Answered telephone calls and oversaw face to face inquiries to ensure client retention. Created cheerful and professional public relations at all times to memorize names/faces.

- Provided best possible experience for clients and resolve problems as quickly as possible.
- Upheld studio rules / regulations and facilitated in encouraging healthy environment and practices for clients.
- Recorded office information through computer usage to input customer information, communication, and creation of documents.

## Additional Experience

### Receptionist

Ewald Automotive Group