**MICHAEL SCOTT**

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**GRANT WRITER**

I write and edit proposals in response to a variety of funding opportunities. I collaborate with large teams including individual faculty, post-docs, residents, students and staff in the development of technical and non-technical grants, cooperative agreements and contracts, as well as other supporting documents.

Grant Proposal Writing| Contract Review | Copywriting | Research | Content Writing | Strategic Planning | Editing | Proposal Writing | Workshop Facilitation | Educational Writing | Cooperative Agreements |Writing | Team Collaboration | Client Management | Project Management

**WORK EXPERIENCE**

**Moorehouse School of Medicine, Nashville, TN • Grant Writer • (02/2018) - Present**

* Proof-read and edited technical and non-technical documents including but not limited to grant proposals, cooperative agreements, contracts, manuscripts, and presentations
* Assisted in writing and editing proposals for funding to support institutional educational, training, infrastructure, and research efforts
* Wrote and edited reports for research development activities
* Contributed to proposal writing workshops and boot camps and editing products from these sessions
* Wrote and edited promotional materials, research summaries, posters, reports, program booklets, and web postings prior to release
* Created and updating institutional research capability profiles and research resource pages
* Coordinated grant writing projects with principal investigators, external grant-writers, program managers, and research administration leaders
* Served as editor-in-chief of the weekly eResearch Updates

**iVision, Atlanta, GA • Copywriter • (07/2016 - 02/2018)**

Content Specialist with a proven track record achieving results such as a 50% organic traffic increase within 6 months and an overall 400% increase in page 1 keyword rankings.

* Ensure client relationships thrive
* Develop long-term content strategy + SEO-driven supporting content
* Optimize website pages for proper SEO
* Analyze website information architecture
* Develop brand strategy + guidelines
* Email marketing campaigns
* Link building
* Social media copywriting

**EDUCATION AND CERTIFICATIONS**

University of Florida, Gainesville, FL • B.A. in Journalism and Media

(2016)