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| **LINA CHAVEZ** | |
| l.chavez@email.com • (609) 111-2222 • linkedin.com/in/lchavez | |
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| An organized and detail-oriented grant writer with 6 years of experience in grant writing and project management. Achieved funding for doctoral research in Urban Studies and for city programs as a New York City Urban Fellow. Looking to use my urban studies expertise, research experience, and communication skills as a grant writer for Cumberland County’s Poverty-Reduction Program. | |
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| **Education** | |
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| **RUTGERS UNIVERSITY**  Expected May 20XX  Ph.D. in Urban Studies  Expertise: economic development, housing | **PENNSYLVANIA STATE UNIVERSITY**  June 20XX  B.A. in Urban Studies |
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| **Relevant Experience** | |
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| Doctoral Research Assistant  **RUTGERS UNIVERSITY**  *20XX–Present* | |
| * Wrote grants for and obtained funding from the Doctoral Dissertation Research Grant (U.S. Department of Housing and Urban Development, $15,000) and the Ph.D. Fellowship (Inter-American Foundation, $21,000) * Presented 4 talks (3 solo presenter, 1 panelist) and 3 posters at national and international conferences * Work independently and with collaborators to solve urban planning problems, resulting in 2 publications | |
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| Urban Studies Fellow  **NEW YORK CITY URBAN FELLOWS PROGRAM**  *20XX–20XX* | |
| * Performed research (data collection through community surveys, time-series analysis, and cost-benefit analysis) in the Mayor’s Office for Economic Opportunity to create high-impact anti-poverty programs * Successfully obtained federal grant funding by identifying high-need community areas, setting and managing deadlines, and writing clear and consistent budget proposals and project narratives * Built rapport with the community through public service programs, such as the Young Men’s Initiative * Established partnerships with tristate area regional foundations, corporations, and government entities to perform research, secure funding, and enact public policy | |
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| Head Volunteer of Graduate Programs  **RUTGERS UNIVERSITY, URBAN STUDIES DEPARTMENT**  *20XX–20XX* | |
| * Organized interview weekends involving 200+ participants, including managing the volunteer team, matching interviewees and professors, and scheduling events (poster sessions, discussion panels, university tours) * Collaborated with admissions office administrators to allocate a $20,000 budget to recruitment events, transportation, and accommodations * Provided a welcoming and informative experience to students during interview weekend and orientation | |
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| **Additional Skills** | |
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| * MS Office (Word, Excel, PowerPoint, Outlook) and GSuite * Data analysis: R, JMP * Network for Good fundraising software * Agile project management | |