

Remington Lam

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SUMMARY

Grant administration professional with three years coordinating **proposal development**, **grant accounting**, budget preparation, compliance review, reporting, and funding research for community programs. Builds complete application packages by connecting narratives, budgets, **supporting documents**, and special reports with **funding source policies** and evaluation criteria. Reviews accounting records, reconciles expenditures, explains budget entries during audit preparation, and translates financial findings into practical allocation recommendations. Advises program teams on operations, reporting expectations, documentation, and approved uses of funds. Develops procedures that bring consistency to grant files and reporting calendars, then provides clear instruction on narratives, progress reports, and evaluation requirements. Works independently with sound judgment while keeping finance, program leaders, auditors, funding agencies, and community stakeholders informed. Ready to contribute disciplined coordination and approachable guidance that help mission driven programs secure funding and meet every obligation.

EXPERIENCE

Grants Contract Coordinator

October 2024 - Present

Riverbend Community Services

Columbus, OH

Coordinates grant proposals, accounting, **compliance**, reporting, audits, and administration for social service programs. Leads cross functional work with finance and program staff, translating funding requirements into complete submissions, reliable records, and practical guidance for decision makers.

- Integrated **narratives**, budgets, records, and **special reports** into complete social service grant applications.
- Resolved award documentation gaps through focused reviews with program and finance staff.
- Reconciled grant expenditures against approved **budgets**, producing recurring financial and **progress reports**.
- Researched funding opportunities and summarized eligibility rules for informed program funding decisions.
- Traced questioned costs to source records and approved purposes during audit preparation.
- Created administration **procedures** and coached staff on reports, evaluation requirements, and documentation.

Grant Administration Specialist

September 2023 - September 2024

Civic Pathways Collaborative

Dayton, OH

Managed grant files, budgets, reporting calendars, proposal materials, and compliance records for community programs. Partnered with program teams and funding agencies to clarify requirements, estimate resources, explain financial information, and improve consistency across award administration.

- Maintained award files, budget schedules, **reporting** calendars, and compliance records for community programs.
- Analyzed **accounting records** and program plans to recommend **resources** for proposed initiatives.
- Drafted **narratives**, budget justifications, **progress reports**, and supporting materials aligned with funder criteria.
- Identified spending and deliverable mismatches through consultations with program teams.
- Prepared financial and program information for **funding agencies** and answered documented questions.
- Standardized grant file checklists and review steps for consistent proposal and reporting records.

PROJECTS

Community Grant Reporting Framework 📅 2025

Built a practical reporting framework that connected award conditions, budget schedules, progress narratives, supporting records, and evaluation checkpoints. Work clarified ownership and made recurring submissions easier for program teams to manage.

Funding Opportunity Review Model 📅 2024

Created a review model for comparing funding opportunities, eligibility rules, reporting expectations, resource needs, and possible budget allocations. Findings gave program leaders a clearer basis for selecting viable proposals.

LEADERSHIP & AWARDS

- Recognized by program leadership for clear grant budget explanations during audit preparation.
- Selected to standardize grant file review steps across community program reporting workflows.
- Trusted by peers to provide practical guidance on narratives, progress reports, and documentation.

EDUCATION

Bachelor's Degree in Public Administration

2023

Ohio University GPA: 4.0

Athens, OH

Coursework: Public budgeting, nonprofit management, financial administration, policy analysis

CERTIFICATIONS

- Grant Writing Certificate 📅 2024
- Nonprofit Finance Fundamentals Certificate 📅 2023

TECHNICAL SKILLS

- **Grant Administration:** Award files, reporting calendars, grant procedures
- **Grant Writing:** Grant narratives, proposal packages, special reports
- **Grant Accounting:** Expenditure tracking, budget reconciliation, accounting records
- **Budget Analysis:** Budget schedules, allocation recommendations, budget justifications
- **Compliance Review:** Award conditions, funding policies, approved requirements
- **Financial Reporting:** Progress reports, financial reports, audit schedules
- **Funding Research:** Eligibility research, opportunity analysis, resource assessment
- **Audit Support:** Source documentation, questioned costs, auditor explanations
- **Policy Development:** Administration policies, procedure guides, review checklists
- **Technical Instruction:** Report writing instruction, evaluation procedures, staff coaching
- **Stakeholder Communication:** Funding agency questions, public inquiries, program advising

SKILLS

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|------------------------|----------------------|------------------------|-----------------------------|
| • Grant Administration | • Budget Development | • Progress Reporting | • Stakeholder Communication |
| • Grant Writing | • Financial Analysis | • Audit Support | • Report Writing |
| • Grant Accounting | • Grant Compliance | • Policy Development | • Budget Allocation |
| • Proposal Development | • Funding Research | • Technical Assistance | |

PROFESSIONAL AFFILIATIONS

- Member, National Grants Management Association, focused on grant compliance and administration.
- Member, Ohio nonprofit finance network, sharing practices for budgets, reporting, and stewardship.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST