



Remington Lam

Grants Contract Coordinator

📞 (614) 555-2847 ✉ remington.lam@example.com

🌐 linkedin.com/example/remingtonlam 📍 Columbus, OH 43215

STRENGTHS

- ♥ **Application coordination**
Connected narratives, budgets, records, and special reports into complete packages. Colleagues valued clear final reviews before submission.
- 📅 **Financial clarity**
Traced budget entries back to source records during audit preparation. That habit made explanations easier for reviewers.
- ✓ **Compliance guidance**
Translated award conditions into practical steps for program staff. Teams came back with tougher questions, which built trust.
- 🔍 **Funding research**
Compared eligibility, reporting, and resource needs across opportunities. Findings helped leaders focus effort on viable proposals.
- ⚙️ **Process improvement**
Standardized file checklists and review steps for smoother reporting. Small changes gave teams a steadier workflow.

SKILLS

Grant Administration Grant Writing

Grant Accounting

Proposal Development

Budget Development

Financial Analysis

Grant Compliance

Funding Research

Progress Reporting Audit Support

Policy Development

Technical Assistance

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

Riverbend Community Services 📅 October 2024 - Present 📍 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

Civic Pathways Collaborative 📅 September 2023 - September 2024 📍 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

Stakeholder Communication

Report Writing Budget Allocation

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Grants Contract Coordinator
at Riverbend Community
Services (1.9 Years)

● Grant Administration
Specialist at Civic Pathways
Collaborative (1 Years)

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

Ohio University 🎓 GPA: 4.0 📅 2023 📍 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

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.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST