

 (312) 555-4567

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 Chicago, IL

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## EDUCATION

### Bachelor of Arts in Nonprofit Management

DePaul University | Chicago, IL

Graduated: May 2024

- Relevant Coursework: Grant Writing, Fundraising Strategies, Nonprofit Leadership

## SKILLS

- Research and data analysis
- Writing and editing
- Donor communication
- Salesforce and Microsoft Office proficiency
- Team collaboration

# BRANDON MARTINEZ

## NONPROFIT GRANT WRITER

### PROFESSIONAL SUMMARY

Recent graduate with a strong academic foundation in nonprofit management and a passion for securing funding to support community-driven programs. Seeking an entry-level grant writer position with the Chicago Community Action Network to leverage writing and research skills to make a meaningful impact.

### EXPERIENCE

- January 2024 - May 2024

#### Grant Writing Intern

Chicago Community Action Network / Chicago, IL

- Assisted senior grant writers in drafting and submitting grant proposals to local foundations, resulting in ,000 in new funding.
- Conducted funding source research and compiled reports to support the grant writing team.
- Maintained accurate records of grants submitted, awarded, and pending using Salesforce.
- Prepared proposal presentations for board review meetings.

- June 2023 - December 2023

#### Volunteer Coordinator Intern

Greater Chicago Food Depository / Chicago, IL

- Collaborated with volunteers to coordinate fundraising events and community outreach programs.
- Wrote content for donor newsletters and social media campaigns to promote the organization's mission.
- Assisted in creating promotional materials for volunteer recruitment initiatives.
- Conducted post-event analysis to identify areas for improvement.

### VOLUNTEER EXPERIENCE

- June 2021 - August 2022 / Chicago Homeless Alliance

#### Community Outreach Assistant

- Supported fundraising efforts by creating promotional materials and engaging with donors.
- Assisted in organizing an annual charity run that raised ,000 for housing initiatives.