




Raymond Ortiz

Seasoned freelance grant writer with over \$3 million in secured funding. Hold advanced degrees in professional writing and communication. Skilled in crafting winning proposals, finding grant opportunities, and managing application processes to maximize funding success.

CONTACT

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KEY SKILLS

- Grant proposal writing
- Research and analysis
- Reporting and documentation
- Team leadership

PROFESSIONAL EXPERIENCE

January 2018 - Present

Senior Grant Writer | Adobe Systems | San Jose, CA

- Secured over \$2 million in grant funding for innovative arts and design projects, helping increase project funding by 30% across the organization
- Researched and uncovered grant opportunities that aligned with company goals, increasing the potential funding pool by 40%
- Established a comprehensive grant tracking and reporting system that raised the efficiency of application monitoring and documentation by 50%
- Led and motivated a team of junior grant writers to enhance overall output by 25%
- Work closely with stakeholders and project managers to align grant proposals with organizational goals

June 2015 - December 2017

Grant Writer | Walt Disney Company | Remote

- Authored and submitted over 50 detailed grant proposals, leading to \$1 million in secured funding for arts and design initiatives
- Developed strong relationships with funding organizations and maintained a database of grant opportunities, increasing the company's long-term funding prospects
- Held workshops for internal teams to improve grant writing strategies, resulting in a 20% increase in proposal approval rates
- Collaborated with various departments to ensure grant projects met compliance and reporting standards

EDUCATION

Master of Arts, Professional Writing

Carnegie Mellon University | January 2017

Bachelor of Arts, English

UCLA | January 2015