Carrie A. J. Lee

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Professional Summary

Collaborative, customer-focused professional with a decade's experience in grant writing, research, proposals, project management, and project funding. Demonstrated ability to adapt to diverse settings using a range of skill sets while maintaining strong business acumen, productivity, and leadership qualities.

Areas of Expertise

World Class Customer Service · High-Level Research & Data Analysis · Grant & Technical Writing
Workforce Development Project Proposals · Evaluation of Nonprofit Programming · Creative Problem Solving
Strategic Planning · Data Communication & Visualization · Project Management & Leadership
Budgets & Funding · Educational Planning & Development · Marketing Collateral Design

Professional Experience

Business Strategist **04/2019 – *present***
Grant Writer **04/2011 – 04/2019**
Goodwill Industries of Michiana, Inc. (South Bend, IN)

- Communicate cross-departmentally to gather data, write proposals, and manage grants
- Perform labor and market research for potential business development and organization partners
- Develop and integrate multiple data collection and evaluation systems
- Promote collaboration and communication in obtaining and customizing software systems
- Lead in Goodwill Industries International data projects
- Researched grant funders and requests for proposals (RFPs) for program matches

Media Specialist **04/2012 - 10/2014**
Elkhart Community Schools (Elkhart, IN)

- Located and provided relevant book selections for students and teachers
- Maintained inventory of over 20,000 items, in addition to textbooks for K-6 grade classrooms
- Led success groups to develop reading comprehension and high-level critical thinking skills
- Purchased new books with students' interests and literacy needs in mind
- Created a reading level system to assist students in choosing books they could complete successfully

Director of Admissions **03/2005 - 02/2011**
Golden LivingCenter (Elkhart, IN)

- Assessed prospective patients for admission into a skilled nursing facility
- Provided tours and information for prospective families and residents
- Communicated resident needs to nursing and administrative staff
- Ensured all admission paperwork was read, signed, and shared with appropriate parties
- Tracked admission and discharge trends and participated in marketing initiatives

Education

Master of Arts- Grant Writing, Management and Evaluation
Concordia University of Chicago, *River Forest, IL*

Bachelor of Arts- Psychology, Christian Ministries
Anderson University, *Anderson, IN*