

Harrell A. Peterson-Ramos
(Holly) 75 Buttonwood Lane
Naples, Florida 34112
(386) 290-3456
harrellap@gmail.com

Strengths: Organized, excels under pressure, meets deadlines, strong work ethic, punctual, personable

Pelican Lutheran

Church 5800 Golden

Gate Parkway Naples,

Florida 34116

2017 – Present (*5 years, 4 months*)

Executive Assistant/Grants

Specialist

Provide all administrative responsibilities such as: Correspondence, designing of miscellaneous documents, posting for volunteers through various platforms, such as Volunteer Match, United Way, Craigs List, phones, ordering of office supplies and sanctuary, record management of student applications, volunteers, etc., check request submittals, maintenance issues, designing flyers for specific events, presentations created using PowerPoint and/or Publisher, assist students with limited English in the areas of healthcare needs, housing, employment opportunities, legal matters, etc. Updating of the Pelican website and posting daily 'verse of the day' on Facebook. Update weekly bulletins using YAAG.org, LSB Lectionary Series and BibleGateway.com. Research grant opportunities using the GrantStation platform and apply to numerous private and public organizations throughout the year. We have received funding from United Way, Collier Community Foundation, Zonta Foundation, Marco Lutheran Foundation, Hope Lutheran Foundation, etc. We provide two appeals at Easter and Thanksgiving for donations. Management of an Excel donor base of over 150+

The Pelican Lutheran Church and Community Center provides free ESL classes, Conversational Spanish classes to the adult immigrant population and has been in operation since August 2016.

The Assistance Fund

Orlando, Florida

February 2013 – February 2014 (*one*

year) Communications and Grants

Specialist

Generate revenue for organizational programs and services through timely submission of well- researched, well-written, and well-documented grant and fundraising proposals. Maintain and implement grant funding calendar activities, including writing timeframes, application deadlines. Manage current and future grants in accordance to applicable standards, regulations and guidelines. Maintain organizations status on various resources including Guidestar, Charity Navigator, United Way 211. Work closely with Executive Director of Fund Development and Executive Director of Operations and Director of Strategic Partnerships.

The Assistance Fund is a nonprofit agency dedicated to providing assistance to critically and chronically ill individuals, by providing access to advance therapies through a continuum of services and programs since 2009.

Center for the Visually Impaired

Daytona Beach, Florida

March 2006 – February 2012 (6
years) *Executive Assistant/Grants
Manager*

A challenged and rewarding position. I aggressively researched numerous foundations to address the needs of blind and visually impaired youth (ages 14-21), working aged adults and senior citizens. Successful in securing over \$350,000 annually. For this agency in the areas of program support for their independent living program and transition program. Highlights include the development and submittal to secure funding for an experiential outdoor canoe/hiking grant for the Transition Program and secured funding for a health and physical education grant for transition students.

The Center for the Visually Impaired is a non-profit organization that has been providing training and support for blind and visually impaired since 1988.

Software: Windows Professional Office Suite 10, Publisher, Excel, PowerPoint, Razors Edge, Adobe Acrobat Pro