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More than 15 years of experience in grant writing, contract procurement, communications, and marketing for non-profit, healthcare, and medical research. Lead proposal development with HRSA, NIH, HUD, CDC, and in state and city competitions. Secured \$10 million in grants and contracts ranging from \$10,000 - \$1.3 million from federal, state, foundation, and corporate sources. Writes technical material in an accessible manner for government, professional, and consumer audiences.

Technical Skills / Relevant Competencies

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| Writing, Composition, Design | MS Suite, Adobe XI Pro, Adobe CS6 (Indesign, Illustrator, Photoshop) |
| Data Analysis & Databases | R, SPSS, Excel, Access, Salesforce, Raiser's Edge |
| Editing, Reference Management | EndNote, Style Guides (AMA 10, APA 6, Chicago 15, AP 2012) |
| Grants Management | Grants.gov, NIH eRA Commons, HUD esnaps, HRSA EHB |
| Web development | HTML5, CSS3; Wordpress CMS; Jekyll.rb |

Current Employment

Principal, Leopold Writing, LLC, Philadelphia PA | January 2012 – Present

Consults on project development, writes grant and contract procurement proposals, and writes and edits diverse business and medical publications and communications. Contributor to physician and medical student sites including *Med City News*, *Student Doctor Network*, and *Significance Magazine*. Recent accomplishments:

- Editing and copywriting on two print publications on global health and rights and HIV/AIDS.
- Researched hospitals and foundations in 11 U.S. states, identified potential funders, and wrote proposals for an award-winning cancer rehabilitation company.
- Wrote federal grants up to \$10 million in public health, HIV/AIDS, and NIH-funded medical research.
- Wrote 35,000-word technical proposal and designed project plan using Gantt for \$200 million Pennsylvania healthcare contract procurement.
- Long-term contracts with Philadelphia area non-profits for writing services including KeystoneCare and ASPIRA of PA.

Past employment

Grant Writer (part-time, 6-months temporary), Legacy Youth Tennis & Education, Phila, PA | 2012

Served as a temporary grant writer for leading youth organization in Philadelphia. During 6-month contract, wrote 20 grant proposals and won funding from foundations and corporations.

Grant Writer, ActionAIDS, Philadelphia PA | 2008 - 2012

Wrote and secured more than \$3 million in grants and contracts for PA state's largest AIDS service organization. Wrote on public health and medical access for people with HIV/AIDS and co-morbid medical conditions.

Analyzed service data and produced reports. Developed content for publications, donor appeals, and marketing materials.

Grants Coordinator, Children's Crisis Treatment Center, Phila. PA | 2005 - 2008

Raised \$800,000 in grant proposals from national and local foundations for \$11 pediatric psychiatry and behavioral health agency. Wrote Capital Campaign collateral, special appeals, educational publications, and marketing materials.

Tutor and Educator (Part-time), Drexel University, Philadelphia, PA | 2004 - 2005

Tutored health science students on statistics, research methods, SPSS, and writing. Developed and taught workshops and training for Drexel master's students on research and grantwriting.

Development Associate, Prometheus Radio Project, Philadelphia PA | 2001 - 2003

Wrote policy papers for FCC, press releases, grant proposals, and reporting documents for grant makers at Ford Foundation and Open Society Institute.

Development Officer, Citizens Information Service, Chicago IL | 1999 - 2001

Provided technical assistance and consulting for Chicago businesses and community-based non-profits. Wrote a successful \$850,000 Empowerment Zone proposal for the Second City comedy theater.

Recent Presentations

October 27, 2012 – National Association of Science Writers' Annual Conference, Triangle Park, NC
The Devil is in the Details: Panel on Contracts

May 22, 2012 – Johns Hopkins Clinical Research Network, Annapolis, MD
CME: How to Secure Medical Research Funding: Overview for Medical, Nursing and Health Professionals

April 10, 2012 – St. Johns University, School of Business, GLOBE Initiative, New York, NY
Title: Funding for International Microenterprise

January 27, 2012 – Center for Non-Profit Success, New York, NY
Title: How to Research and Develop a Winning Need Statement

Professional Affiliations and Honors

Grant Reviewer, Patient-Centered Outcomes Research Institute (PCORI), Washington, DC
Grant Professional Certification, expires 11/2014
Member, American Medical Writer's Association
Member, Investigative Reporters and Editors

Education

Master in Community Psychology, Minor in Statistics, University of Illinois, Chicago

Honor: University Fellow

Core courses: Epidemiology, Advanced Statistics II, Multivariate Analysis, Logistic Regression and Survival Analysis, Community and Prevention Research.

Master's Thesis: Social support in African-American adolescent development. Funded in part with a grant from the Illinois Department of Human Services.

Nursing Courses, Drexel University, Philadelphia, PA

Bachelor of Arts, History, Trinity College, Hartford, CT