TORIN CALDWELL

Proposal Writer

✉ t.caldwell@email.com   ☎ (123) 456-7890   📍 San Marcos, TX

in LinkedIn

WORK EXPERIENCE

Proposal Writer

Texas State University

📅 2022 - current   📍 San Marcos, TX

- Designed a proposal tracking system with Trello, improving deadline adherence and reducing missed deadlines from eight to two per quarter
- Analyzed donor data and integrated insights into proposals with Proposify, boosting successful grant applications by 17%
- **Spearheaded the development of 31 high-impact proposals using Microsoft Word and Adobe InDesign**, increasing grant funding by $700K over 12 months
- Upgraded proposal review procedures by incorporating feedback through Dropbox Paper, reducing revision cycles by 21%

Grant Writer

Texas Health Resources

📅 2020 - 2022   📍 Arlington, TX

- Developed automated templates and reports in Microsoft Excel, reducing report generation time by four hours per report
- Organized six training workshops with materials designed in Canva, enhancing internal grant-writing skills among 22 staff members
- Monitored grant compliance using Snagit to capture and document requirements, achieving a 98% success rate in meeting all deadlines and avoiding penalties
- Refined grant application strategies, **boosting the success rate of grants for healthcare projects by 43% and clinching two distinguished awards for grant writing excellence**

Content Writer

Houston Methodist

📅 2018 - 2020   📍 Houston, TX

- Coordinated with designers to integrate visual elements into content with Adobe InDesign, increasing viewer engagement metrics by 37%
- **Cataloged and archived over 131 published content pieces in Zotero**, improving retrieval efficiency and reducing content search time by four minutes
- Improved readability and SEO of content with advanced techniques in Microsoft Word, boosting search engine rankings for key terms to 2nd position
- Developed and executed a content calendar using Trello, streamlining publication processes and increasing output consistency by 28%

EDUCATION

Bachelor of Science
Technical Communication

University of Texas

📅 2014 - 2018

📍 Austin, TX

SKILLS

- Microsoft Word
- Adobe InDesign
- Microsoft Excel
- Google Docs
- Proposify
- Trello
- Canva
- Snagit
- Zotero
- Dropbox Paper