

Jessica Osio

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OBJECTIVE

Seeking Grants Associate position with the San José Foundation for Education Advancement to help promote educational enrichment programs for youth in San José.

EDUCATION

Santa Clara University, Santa Clara, CA

Bachelor of Arts, English; Minor in Economics (June 20XX)

Overall GPA: 3.7/4.0

Relevant Coursework:

Public Finance, Social Change, Society and Education, Social Welfare: World View

RELATED EXPERIENCE

Development Intern, 5/XX – present

Silicon Valley Education Foundation, San José, CA

- Research and locate prospective donors to help support K-12 after-school programs for communities in San José.
- Help to write and edit grant proposals for potential funders.
- Monitor grants and contracts tracking database system and hard copy files.
- Develop communications materials to donors, sponsors, media, and the public.

Grants Associate, 8/XX - 5/XX

Mental Health Association of San José, San José, CA

- Maintained donor database using Razor's Edge Software to process all financial donations made by individual, grants, corporations, and pledges.
- Communicated with current and potential donors about any changes in funding priorities to ensure proposals and grants were within the guidelines.
- Provided administrative support to staff including managing schedules, supply purchasing, filing, preparing development materials, and coordination of meetings.
- Assisted in the coordination of all development-sponsored special events.

ADDITIONAL EXPERIENCE

Volunteer Mentor and Activities Coordinator, 9/XX - 5/XX

Rock Lake Elementary School, Fremont, CA

- Designed and implemented a tutoring program for 15 elementary students.
- Applied creative and innovative learning techniques including cross cultural activities, hands-on materials, games, journal writing, and discussion groups.
- Encouraged a teamwork atmosphere to enhance cooperative learning.

SKILLS

Experienced with Microsoft Word, Excel, PowerPoint, Access
Fluent in Spanish and English

ACTIVITIES

Volunteer, Habitat for Humanity, South America, 20XX

Volunteer, Refugee Women's Alliance, San José, 20XX