

Kaylan Johnson

Grant Writer

Contact

johnsonkaylan300@gmail.com
Pensacola, Florida

Throughout my professional and academic career, I have developed and honed many skills such as building mutually beneficial relationships, efficient and effective communication in every form, creative storytelling that is easily adapted to varying situations, attention to detail, and the ability to balance responsibilities while meeting deadlines.

Education

MA in English – Creative Writing
University of West Florida
May 2024

BA in English – Creative Writing
University of West Florida
December 2019

Relevant Experience

SEPTEMBER 2023 – MAY 2024

Grant Writing and Management Intern | Alloy Fundraising

- Conducted research through credible foundation directories, including Candid and Instrument1 to find potential donations.
- Created prospect briefs for clients to assist them in choosing a grantor to pursue.
- Wrote Letters of Inquiry for clients as an approach of interest on behalf of non-profit clients
- Drafted multiple personalized grant applications based on the client's needs and the funder's priorities for clients to various funders.

AUGUST 2021 - PRESENT

Academic Administrative Assistant | Pensacola State College

- Provide administrative support to the department staff, faculty, and students.
- Create, manage, and execute budget expenditures upon department head approval.
- Create standard operating procedures (S.O.P) for department and college use.
- Process payroll and personnel documents
- Maintains departmental records and processes of college-related forms and reports.
- Conduct effective communication through the creation and distribution of written, verbal, and visual communication between the department head and faculty.

Certification

Public, Technical & Workplace Writing Certificate
University of West Florida
December 2019