

Hunter Wynne

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Summary

Looking for technical writing, copyediting, grant writing, or narrative design opportunities. Please contact me directly on LinkedIn before we explore the possibilities I can bring to you.

Experience



Grants Specialist

St. Vincent de Paul of Baltimore

Nov 2023 - Present (6 months)

Primary Duties:

- Conducting and recording prospect research and identifying corporate and foundation prospects in Raiser's Edge NXT.
- Writing, editing, and proofreading grant proposals, including researching information and data on relevant issues for inclusion in proposals and working with relevant staff to draft and update proposal narratives.
- Assembling proposals in accordance with funding source instructions, including collecting required documents and attachments for timely submission.

Grant Administration:

- Monitoring grant awards and contracts to ensure accurate tracking of contract status and reporting deadlines.
- Coordinating the timely submission of grant reports, collecting all relevant information, and communicating with private grants contacts as needed.
- Managing routine communication by email, phone, or written correspondence with private funders.
- Ensuring all Grants team actions, deadlines, and correspondence are recorded and tracked in Raiser's Edge NXT

Secondary Duties:

- Assisting with writing requirements as needed, such as drafting cover and acknowledgement letters.
- Working with the Assistant Director to ensure that application content is consistent across private and government grants.
- Providing administrative support to the Grants Department including schedule coordination, meeting preparation, organization and maintenance of all grant-related electronic and hard copy files, and all other support as directed.
- Assisting with and attending special events held by the Center and St. Vincent de Paul as necessary.
- Initiating, organizing, and attending meetings.
- Supporting a welcoming and positive environment for employees.
- Other duties as assigned within the scope of the position.



Project Intern

Family Survivor Network, Inc.

May 2023 - Aug 2023 (4 months)

Due to a confidentiality agreement, I cannot disclose explicit information, but this is what I'm legally allowed to share:

- Assisting in creating and updating technical documentation and user manuals.
- Collaborating with subject matter experts to gather information and ensure accuracy.
- Conducting research to gather relevant data and information for documentation purposes.
- Editing and proofreading technical content for clarity, consistency, and adherence to organizational guidelines.
- Organizing and maintaining documentation collection.

NETIA **Technical Writing Consultant**

Northeast Towson Improvement Association, Inc.

Jan 2023 - May 2023 (5 months)

- Assisting in creating and updating technical documentation and user manuals.
- Collaborating with subject matter experts to gather information and ensure accuracy.
- Conducting research to gather relevant data and information for documentation purposes.
- Editing and proofreading technical content for clarity, consistency, and adherence to organizational guidelines.
- Organizing and maintaining documentation collection.

 **Copywriter**

Family Survivor Network, Inc.

Aug 2022 - Dec 2022 (5 months)

- Collaborating with subject matter experts to gather information and ensure accuracy.
- Conducting research to gather relevant data and information for documentation purposes.
- Editing and proofreading content for clarity, consistency, and adherence to organizational guidelines.

Intern

Baltimore Review

May 2022 - Sep 2022 (5 months)

- Reviewing and assessing submitted manuscripts for publication consideration, analyzing the quality, structure, and market potential of the work.
- Providing feedback on plot, character development, pacing, and narrative voice.

- Ensuring accuracy, consistency, and clarity in grammar, punctuation, spelling, and style. Correcting errors and improving readability while adhering to established publishing standards.
- Working closely with other members of the publishing team to ensure the smooth progress of submissions through the editing and production process.
- Following the publishing house's guidelines, policies, and standards regarding content, style, and ethical considerations.



Grant Writer

Family Survivor Network, Inc.

Jan 2021 - May 2021 (5 months)

- Gathering information about the organization's initiatives, goals, and objectives, and using this information, to prepare compelling grant proposals that effectively communicate the organization's mission, demonstrate the need for funding, and outline specific project plans and budgets.
- Conducting comprehensive research to identify potential grant opportunities that align with the organization's mission, programs, and projects.
- Crafting clear, concise, and persuasive grant applications that conform to the requirements and guidelines of each funding opportunity. This includes writing narratives, describing the organization's activities and expected outcomes, and providing supporting documentation such as budgets, project timelines, and evaluation plans.

Education



Towson University

Master of Science - MS, Professional, Technical, Business, and Scientific Writing

Jan 2022 - May 2024



Towson University

Bachelor's degree, Writing, General

Aug 2019 - Dec 2022

Skills

Grant Coordination • Grant Administration • Audio Transcription • Adobe Audition • Adobe Acrobat • Adobe Photoshop • Adobe InDesign • Adobe Illustrator • Technical Writing • Copywriting