

Grace J. Yacoubian

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Summary

Young professional with proven success in nonprofit program management & donor communication. Particularly strong in applying critical thinking and rigorous ethical standards to the funding of charitable projects. Experienced in international travel & communication. Highly commended by both superiors and co-workers for articulate communication, dependable accuracy, personable demeanor, and outstanding work ethic.

Employment

Grants specialist (*Economic Consulting Service of Gyumri, Republic of Armenia*) June 2008- present

**Initial internship funded by NextGen Award from American Humanics Inc*

- English expert in assisting preparation of research proposal for “Gyumri Technopark Business Planning” (proposal accepted by Academy for Education Development; funded by USAID)
- Observe preparation for research on “Influence of Climate on Regional Economy” (funded by UNDP)
- Serve as Stateside ECS representative for grant proposals, exchange programs, etc.

Graduate Assistant (*Georgia College & State University, Milledgeville, GA*) 2007-present

- Manages American Humanics Student Association (AHSA) nonprofit management certificate program
- Plans, advises, and chaperones AHSA events & conference travel.
- Advises undergraduate candidates in their progress toward certification.
- Spearheads strategic planning and structural revisions for the program.

Project Information Assistant/Writer (*Wycliffe Bible Translators USA, Orlando, Florida*) 2005-present

**Casual employee status since August '07*

- Primary grantwriter for FY06 million-dollar matching-gift campaign (and for FY07 major gift campaign)
- Represented Wycliffe USA Project Information Team in meeting of international project directors (U.K.)
- Managed Project Information services through 6-week absence of manager
- Composed numerous semi-annual and year-end donor reports

Volunteer (*Various USA- and Armenia- based nonprofit organizations*) 2004-2005

- Wrote publicity, & donor copy for Historic Jonesboro, Birthright Armenia and World Vision Armenia
- Enhanced Armenian Volunteer Corps' ESL curriculum and taught small classes
- Copyedited several entries for *Adventure Armenia: Hiking and Rock Climbing* manuscript

Teacher (*Newnan Classical School, Newnan, Georgia*) 2003-2004

- Taught 3rd grade general subjects and middle school music

Associations

- Lillian Armstrong Foundation (board member)
- Society for Orphaned Armenian Relief (volunteer liaison to four orphanages in Republic of Armenia)

Education

- Master of Public Administration (Georgia College & State Univ.; to be completed, May 2009)
- Certificate in Nonprofit Management (American Humanics, Inc.; to be completed, May 2009)
- Bachelor of Arts, History, *magna cum laude* (Hillsdale College; May 2003)

Languages: >Certified teacher of English as a Second/Foreign Language
>Developing proficiency in Armenian, written and spoken
>Introduction to French & Latin