

Crystal Taylor

317 Heathshire * Toledo, Ohio 43607 * 419-215-0735 * crystal.taylor769@gmail.com

Professional Profile

Skilled professional with experience in **grant writing, grant management, budgeting, strategic planning, and project management**. An MBA who is proficient in **technical research** and experienced in proposal, scholarly and business writing formats.

Areas of Excellence

- Report Generation/Presentation
- Public speaking
- Negotiation
- Financial analysis
- Project Management
- Qualitative Analysis
- Relationship Development
- Market Research

Professional Experience

Tax Preparer, Knapp and Associates, LLC (2016)

- Some bookkeeping services using Quickbooks Accountant Edition
- 1099 preparation
- 1040, 1065, 1120, 1120S, Schedules A, C, E, EIC and K1, Amended Returns

YouCollege, University of Toledo Associate Dean (2014 – 2015)

- Supervised 12 Success Coaches/Pre Major Advisers
- Spearheaded academic processes: admit, reinstatement, suspensions, Dean's List
- Directed academic planning and goal setting
- Served as Search Committee Chair

College of Pharmacy and Pharmaceutical Sciences, University of Toledo Enrollment Management Specialist and Pharmacy Camp Director (2010 – 2014)

- Grants management for Pharmacy Camp including developing funder relationships, preparing annual reports and budget development, management and adherence
- Coordinated summer Pharmacy Camp experience for 80 students
- Developed, implemented and garnered institutional support for marketing strategy of the college
- Managed \$58,000 budget
- Awarded the Hinko Scholarship to high performing minority female and provided follow up services to ensure success
- Served as Search Committee Chair for Student Affairs Division

Crystal Clear Communication, Owner (2010 – current)

- Tax preparer completing 1040, 1065, Schedules A, C, E and EIC
- Administrative functions for Multi-faith Council including public presentations, content creation, marketing, youth development, funding proposals, strategic planning, board development and training, responsible for hiring and directing work of Social Media Intern
- Gingerbread House Too – wrote RFP from US Department of Education Contract for Training, funded 2/2016
- Business consultant for local non-profit organizations completing 990 filings, 501C3 applications, board training and strategic and business plan documents
- Academic research and coaching for Master's and PhD candidates

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New Life Church of God in Christ, Volunteer Community Garden Coordinator/We Believe Project Coordinator (2010 – current)

- Developed a grant application process for ministries to apply for funding and coordinated a funding effort to fund ministry grants
- Awarded \$10,000 in ministry grant funds, oversaw application, distribution and evaluation process.
- Obtained over \$35,000 in community support from grants, in-kind work, donations for multi-faith collaborative community garden

TRIO Student Support Services, Bowling Green State University Associate Director/Geography Instructor (2007 – 2010)

- Wrote scope of program portion of federal grant application, earning 30/30 points
- Managed student employment and special programs budgets totaling \$100,000+
- Supervised day-to-day operations of federally funded TRiO program
- Directed work of nine professional staff members including advisors, reading, writing and math specialists and the administrative assistant
- Fall 2009 taught Population Geography course with 98% satisfaction rate and 8% DFW rate

Owens Community College, Project STRIVE Program Coordinator (2006-2007)

- Provided grants management for a community education and training project with eight United Way funded family service centers
- Completed monthly billing paperwork and submitted to Lucas County Job and Family Services to ensure timely reimbursement
- Recruited and trained educational staff
- Taught College Success, On Course for Student Success, and Life Skills classes on site and at the Toledo Correctional Institution

Toledo Botanical Garden, Children's Educator (2004 – present)

- Worked with a team of educators to greatly expand programs to include in-class and on-site opportunities for nature education with diverse populations
- Wrote successful \$5000 grant to Ohio Environmental Education Foundation to provide scholarship opportunities to children attending low income inner city schools. Grant was recognized as an Outstanding Project for the 2006 grant year

Roosevelt Revitalization & Development Corporation, Case Manager (2000 – 2003)

- Co-authored successful \$325,000 Work Over Welfare grant providing job training and education to TANF recipients
- Co-authored CDBG grant funding to provide operational expenses for community development activities
- Taught GED courses and life skills seminars

Education and Training

1997 University of Toledo: B.A., Communications
2005 University of Toledo: M.A., Geography and Planning
2013 Institute for Strategic Funding Development: Strategic Grant Development Workshop
2014 University of Toledo: MBA, Executive Management