

KAREN A. GRANT, MPA



PROFESSIONAL OBJECTIVE: *Seeking a challenging management position with active involvement in a progressive organization, offering the opportunity to fully utilize my proven knowledge, skills and abilities. I am a team-oriented Manager who stresses independence, accountability, personal growth and teamwork.*

SUMMARY OF EXPERIENCE

QWIC Inc. / Bovis Lend Lease, Elizabeth, New Jersey

2002- present

Project Manager /Community Outreach Coordinator

- Provide project management support for the construction of schools for NJSDA- Abbott Schools Program
- Represented Owner/Client interests
- Create, review & implement project and program budgets
- Budget estimating
- Review, approval and processing of schedule of values, invoices and change orders
- Political liaison for organization for State and Local Government
- Preparation of press releases for training, outreach, volunteer programs and other business related news
- Attend local, state and federal conferences as a representative of QWIC Inc. & Bovis Lend Lease
- Plan, coordinate and conduct informational workshops for small, women and minority businesses on the NJEDA/NJSDA
- Created and supervised employee volunteer program
- Prepare pre-construction bid packages
- Plan, coordinate and conduct pre-bid meetings, bid alerts and bid calendars for prospective bidders
- Manage four phase design and review of project drawings (schematic, design development, construction and finalization)
- Coordinated State inspections & managed code enforcement
- Manage the finalization of contract closeouts for several projects
- Manage request for information & submittal review process
- Land acquisition
- Provide on-site tracking /reporting of women/minority business program involvement
- Developed Small Business Enterprise Outreach Program for Bovis Lend Lease in Elizabeth, NJ

Kean University, Union, New Jersey

Founded in 1855, Kean University has grown to become one of New Jersey's largest institutions of higher learning.

Adjunct Professor, Graduate Studies, Quantitative Methods in Public Mgmt
Instructor (1 session per week)

2004 – present

Kean University, Union, New Jersey
Assistant to Program Specialist

2001 - 2002

- Provide support to the Program Specialist
- Project research for Kean University International Business Initiative
- Planned & developed Kean University International Business Conference
- Planned & developed new International Business Center
- Managed budget for special departmental projects
- Researched, wrote & edited Public Administration Department's National Accreditation Report
- Developed database & directory for Union County Health Assessment Project
- Created Plainfield Health Center Statistical Analysis Report on Patient Satisfaction
- Planned and coordinated various Educational seminars.
- Graduate Program Teacher's Assistant – Quantitative Methods for Public Management
- Research projects for professors
- Assisted in registration process of students each semester
- Supervised student workers

County of Union, Elizabeth, New Jersey

6/2000 – 8/2000

- Economic Development Internship

EDUCATION

- **Masters of Public Administration (MPA)**, Kean University, May 2001
- **Bachelor's Degree in Public Administration**, Kean University, May 2000
- Dean's List
- Induction into Chapter of Pi Alpha Alpha Honors Society for Public Administration, April 2000

TRAINING/CERTIFICATIONS

- 30 hour OSHA Certified, Notary Public for State of New Jersey, CPR and AED, First Aid, Defensive Driving, Project Management, Incident & Injury free, and completed Negotiating Edge course

SKILLS

- **Computer:** Microsoft Word, Excel, PowerPoint, WordPerfect, Microsoft Project, Prolog (construction mgmt software), Management Scientist, Microsoft Office
- **Grant Writing-** Grant writing- to help acquire funding for non- profit organization; most recently awarded a \$400,000 Congressional Transportation Grant for the creation of the Elizabeth Bicycle and Pedestrian River Trail through Groundwork Elizabeth

MEMBERSHIPS

- Pi Alpha Alpha-Public Administration and Public Affairs Honor Society
- American Society of Public Administrators (ASPA)
- Groundwork Elizabeth- Member of Board of Director's and Fundraising Chair-Woman

References are available upon request

