



Grayson L. Davis

SUMMARY

Dynamic and versatile professional with an excellent reputation of creating effective & strategic solutions, building profitable relationships, and driving process improvements. Over 5 years of experience in the non-profit sector executing operations and client success management.

EDUCATION

Bachelor of Arts in Anthropology
San José State University: San Jose, CA

Graduated December 2019

EXPERIENCE

PROSPER, NON-PROFIT CONSULTING

Associate Consultant

July 2022 to Present

- Consult and assist non-profit organizations, foundations, universities, counties, social enterprises, and other groups to maximize the success of their mission
- Perform grant research and writing for client programs to maximize resources
- Coordinate and execute fundraising and sales for client events
- Manage client donor relations to expand organization resources and awareness
- Participate in client community events and outreach to promote client's mission and foster community partnerships

ATR INTERNATIONAL

Technical Recruiter

November 2019 to July 2022

- Completed full cycle recruiting for disciplines including engineering, manufacturing, administrative, and scientific
- Efficiently balanced recruiting efforts to fulfill client needs while simultaneously ensuring elite candidate experience
- Developed and implemented sourcing and recruiting strategies to identify qualified candidates
- Built and maintained network of qualified candidates to provide clients hiring options at appropriate notice
- Managed and prioritized client hiring requisitions to maximize hiring success rate and company profits
- Communicated with account and hiring managers to qualify candidates and optimize hiring process
- Managed all hired contractors from assignment offer through assignment termination
- Consistently adapted sourcing strategies in accordance with market changes and trends to maximize recruitment efficiency
- Provided personable and professional experience to all clients, candidates, and colleagues



VIA SERVICES
Operations Manager

May 2017 to March 2019

- Executed operations for non-profit organization that served children and adults with developmental disabilities in a residential campus setting
- Completed full cycle recruiting of all part-time & seasonal staff and volunteers – over 100 hires annually
- Coordinated scheduling of all staff for every campus session and organization event
- Created session-based staff to client pairing assignments to maximize client care and staff member strengths
- Led and organized all training sessions, while managing all content for training material and protocols
- Wrote and executed grants for programs to expand resources
- Provided excellent service as organization's point of contact for every client and their families' in-session needs and experience
- Managed inventory for all in-session client and program needs
- Established internships and volunteer programs with local universities, schools, organizations, and groups to promote industry awareness and foster further collaboration

Admissions & Finance Coordinator

August 2015 to May 2017

- Coordinated all session payments and funding for each client
- Collaborated with client's families and respective regional centers to ensure all billing was up to date
- Processed all new client paperwork for session admission

OTHER EXPERIENCE

1-800-GOT-JUNK? - Sales & Service Representative

April 2019 to November 2019