

Stacy Lewis  
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202-960-0409

**Education:**

Liberty University  
Georgia State University

Master of Public Administration –Expected  
Bachelor of Art – Rhetoric and Composition

**Related Experience**

Grant Management Specialist  
Small Business Administration

09/2023 – Present  
Washington, DC

Accomplishments:

- 2024 Performance Award
- 2023 – 2024 Performance Appraisal – Exceed Expectations (4.5/5)
- Developed SharePoint Site for grant management professionals.
- Present grant management topics to fellow grant management professionals during monthly meetings

Duties:

- Review federal grant and cooperative agreements applications and proposals.
- Serve as grant management officer to approve/authorize obligation of funds, approve payments and special request.
- Resolve complex audit findings and issue modifications and termination documents.
- Perform closeout activities.

Grant and Operations Analyst  
Morehouse College

01/2023 – 12/2024  
Atlanta, GA

Accomplishments:

- Developed post-award process to track internal federal funds

Duties:

- Develop SOP(s), Institutional policy and job aids to stay within compliance with federal regulations
- Analyzes and evaluates grants administration policies and guidelines to improve or maintain the efficiency and effectiveness of the program
- Presents, defends, negotiates with, and persuades employees and managers at various levels of the organization on grant related policies, procedures, and processes.
- Facilitate workshops to aid with grant management.
- Identify operational requirements and opportunities for improvement
- Gather data by observing workflows, reviewing reports, and conducting surveys
- Serves as a member of the institutional Review Board
- Review IRB submissions, stipulations, and approval letters

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Associate Sponsored Research Analyst  
Emory University

01/2021 – 10/2022  
Atlanta, GA

**Accomplishments:**

Prepared and reviewed a proposal for a faculty member that obtained a perfect score on a T32 renewal grant application for the first time in ten years at the institution.

**Duties:**

- Aided faculty and staff in preparing standard grant applications and proposals for funding agencies and sponsors.
- Provide guidance with regards to the application and evaluation process to applicants and grantees and resolve any questions that may arise by being apprised of new and revised Federal grant rules, policies, and procedures that may impact internal and external customers and partners.
- Interacted with funding agencies, faculty, and staff to resolve guideline, grant management, and proposal issues and to determine award status.
- Reviewed and determined if the faculty's research is compliant with human and animal subject Policies
- Applied grant analysis principles and program requirements to evaluate, assess, and make recommendations related to the review of grant proposals Processed standard agreements and subcontracts with sponsors.
- Applied/interpreted Federal grants management laws, administrative rules, policies and regulations when reviewing actions and providing guidance

**Related Skills:**

Grant Solutions  
PRISM  
Cayuse  
WebTA  
Peoplesoft  
Salesforce

Adobe Acrobat  
2 CFR 200  
Uniform Guidance  
ORACLE  
DMS  
IRB

Microsoft Office: Excel,  
PowerPoint, Automate,  
SharePoint, Outlook  
Federal Acquisition  
Regulation