
ANGELA M BROOKINS

Office: 702.676.1901 | Cell: 702.832.8363 | Email: brookinsa@rtcsonv.com

Core Strengths

- Grant writing
 - Grant management
 - Contract management
 - Professional communication
 - Project Management
 - Staff management
 - Policy and procedure development
 - Microsoft Office
 - Data collection and analysis
 - Report writing and presentation
 - Non-profit management and compliance
 - Budget development and reporting
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Work Experience

Senior Financial Analyst Regional Transportation Commission of Southern Nevada <ul style="list-style-type: none">• Research federal and local grants and align projects with funding opportunities• Coordinate with project teams, federal and local agencies to manage grant projects• Manage drawdown submissions, budget revisions, financial and progress reporting• Write and submit discretionary and formula grants	3/2021 to Current Las Vegas, NV
Specialized Services Supervisor Regional Transportation Commission of Southern Nevada <ul style="list-style-type: none">• Oversee all aspects of service contracts• Manage a staff of management analysts including training, mentoring and evaluations• Data analysis and reporting to executive management and federal funding entities• Program development and strategic planning for service to vulnerable populations	08/2019 to 3/2021 Las Vegas, NV
Operations Manager HOPE for Prisoners, Inc. <ul style="list-style-type: none">• Oversee activities directly related to operations, training programs and scheduling• Direct day to day operations within the organization• Manage federal, state and local grant funds and programs to include staff• Develop and implement policies and procedures	01/2012 to 07/2019 Las Vegas, NV
Licensed Association Manager CMS / Cannon Management <ul style="list-style-type: none">• Handle all aspects of on-site residential management for over 500 residents• Develop and manage budget and reserve accounts• Oversee and manage vendors and serve as liaison with Board of Directors	04/2008 to 01/2012 Las Vegas, NV
Project Manager MRC GROUP/ Answernet <ul style="list-style-type: none">• Manage all aspects of market research projects from proposals to report writing• Develop and maintain relationships with new clients• Manage research and facilities staff	02/2003 to 04/2008 Las Vegas, NV
Intelligence Analyst/Sensor Operator United States Air Force	02/1998 to 11/2022 Indian Springs, NV

Education

Bachelor of Science, Business Administration: Marketing University of Nevada, Las Vegas, Cum Laude	2003
Associate of Applied Science Communications and Technology Community College of the Air Force	2000