

# Gregory W. Grant

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6333 Well Fleet Drive ❖ Columbus, Ohio 43231 ❖ (614) 257-9379 (mobile)

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*Greg Grant is an experienced corporate communications professional with extensive knowledge critical to success, including technical writing, editing and proofing, publication layout and design, graphics creation and database design and management.*

## EXPERIENCE

**Real Estate Market Analyst:** September 2006-Present

The Danter Company | 363 E. Town Street | Columbus, OH 43215 | (614) 221-9096

**Job Summary:** Complete responsibility for a real estate research assignment, usually for a market feasibility study for a proposed commercial real estate development. Duties include the following:

- Communicating with clients regarding study issues, expectations and revisions
- Directing field analyst in generating primary data from the site visit
- Directing the acquisition and generation of secondary data and demographics data
- Analyzing primary and secondary data in order to determine market support for the proposed property
- Writing clear and concise findings and publishing the final report

**Communications Specialist:** November 1989-Present

The Danter Company/Classic Tradition Homes | 363 E. Town Street | Columbus, OH 43215 | (614) 221-9096

**Job Summary:** Corporate communications generalist and support professional, with responsibility for a variety of tasks related to external communications and administrative support for a real estate research consulting firm and its development sister companies. Duties and accomplishments include the following:

- Edited and proofed over 3,000 market studies for content, correctness and style.
- Supervised editorial staff, and consulted on hiring.
- Published regular external newsletter (*Apartment Resources* and *The Danter Report*) relating company research for clients and prospects, including all content generation, graphics and layout.
- Created company website at <http://www.danter.com> and have maintained website since 1996.
- Developed web-based interactive database for calculating and returning maximum income and rents for properties in the Low Income Housing Tax Credit program that has become the industry standard.
- Established geographical information system (MapInfo) for use in creating maps
- Established use of GPS receivers to import map data from the field, saving several hours of time on the back end for each map set
- Created numerous databases, including databases for building permits, guest card tracking, employment statistics and internal tracking for incoming projects and invoicing.
- Directed the creation of a web-enabled database for establishing Rent Reasonableness currently used by the Columbus Metropolitan Housing Authority.
- Published regular reports for shareholders on development progress for Classic Tradition Homes.
- Aggregating in-house apartment data and publishing the *Columbus Apartment Report*, a semi-annual survey of the full Columbus Metro apartment market
- Created and maintained website for [www.e-input.com](http://www.e-input.com), the Internet survey arm of The Danter Company, including survey creation, tabulation and reporting.

**Program Director:** July 2000-present

Festival Radio | 6333 Well Fleet Drive | Columbus, OH 43231 | (614) 257-9379

**Job Summary:** Music selection and station maintenance for hobby Internet radio station. Duties and accomplishments include the following:

- Previewing and selecting appropriate music for the format.
- Converting music to appropriate format for web broadcast by converting to mp3 format and normalizing.
- Uploading music to broadcast and setting playlist.
- Maintaining station website (<http://www.onlinefolkfestival.com>).
- Maintaining blog for publicity and artist/listener relations at <http://www.folk-blog.com>.
- Reporting new music additions periodically to FOLK-DJ list to maintain artist and industry relations.
- Corresponding with artists and public relations specialists regarding artist submissions.
- Recording and uploading station IDs and promos.
- Nominated for Best of Live365 award in 2004 in Folk Radio category.

**Adjunct Professor:** September 1989-March 1990

Communications Skills Department, Columbus State Community College | 550 E. Spring Street | Columbus, OH 43215 | (614) 227-2400

**Job Summary:** Teaching remedial and beginning college-level English composition. Duties included the following:

- Creating and following a syllabus based on department standard expectations.
- Creating and following lesson plans.
- Grading and commenting on student writing assignments.
- Establishing final grades.

## EDUCATION

- Master of Arts in English Literature, University of Cincinnati, 1989
- Bachelor of Arts, Otterbein College, Westerville, Ohio, 1987, *summa cum laude*,
  - Majors: English (Writing Concentration) and Speech Communication

## COMPUTER SKILLS

Proficient in the following key programs on the Windows platform:

- Adobe InDesign
- Adobe Illustrator
- Adobe PageMaker
- Adobe Photoshop
- Adobe Acrobat
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Expressions Web
- MapInfo (GIS)
- ArcView GIS
- Microsoft Access
- Microsoft Excel
- Microsoft Front Page
- Perseus Survey Solutions
- Microsoft Publisher

## REFERENCES AVAILABLE ON REQUEST