

# Gregory W. Grant

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*Corporate communications generalist, with experience in technical writing and editing, web design and content management, marketing and publicity material creation, and database design and programming.*

## EXPERIENCE

*Webmaster/Project Director:* November 1989-Present

The Danter Company, 2760 Airport Drive, Suite 135, Columbus OH 43219, (614) 221-90096

**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:

- Created company website at <http://www.danter.com> and have maintained website since 1997.
- Edited and proofed over 3,000 market studies for content, correctness and style.
- Supervised editorial staff and consulted on hiring.
- Published regular external newsletter relating company research for clients and prospects, including all content generation, graphics and layout.
- 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 (using MapInfo) to create maps for presentation and analysis.
- Revised and streamlined proposal system to include a variety of interchangeable modules.
- Created and maintained numerous databases, including databases for building permits, guest card tracking, employment statistics and internal tracking for incoming projects and invoicing.
- Established use of handheld GPS receivers to import map data from the field, saving several hours of time for each map set.
- Directed and oversaw the creation of a web-enabled database for establishing rent reasonableness currently used by the Columbus Metropolitan Housing Authority.
- Aggregated in-house apartment data and published the *Columbus Apartment Report*, an 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. Have conducted Internet surveys for numerous projects, including several institutions of higher education seeking feedback on student housing development.
- Conducted occasional mass e-mailings to clients and prospects to report corporate and industry news.
- Directed occasional real estate market feasibility study, including supervising the gathering of information in the field by the field analyst, maintaining client contact, overseeing demographics collection and writing recommendations.
- Published regular reports for shareholders on development progress for Classic Tradition Homes, a development company run by the principal of The Danter Company.
- Established Internet marketing and search engine advertising strategy for Classic Tradition Homes.

## 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 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