

ROBERT SMITH

Housing Management Assistant

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SUMMARY

Seeking a Housing Management Assistant position as an employee in an organization that is open to innovative thinking and supports personal and professional growth.

CORE COMPETENCIES

Wor Point, Quality Management, Quality Assurance, Procurement.

PROFESSIONAL EXPERIENCE

Housing Management Assistant

ABC Corporation - October 2013 – February 2014

Key Deliverables:

- Managed scheduling, coordinating and facilitating housing opportunities for potential HUD VASH Veterans through housing development activities.
- Assisted HUD VASH Veterans with applications for various rental assistance resources including print and Internet sources.
- Assisted HUD VASH Veterans in their search to find housing that will meet the minimum qualifications of a Public Housing Administration (PHA) Inspector.
- Participated in the interview process of HUD VASH Veterans to determine eligibility and needs assessment.
- Interacted and collaborated with HUD VASH Case Managers, Veterans, and PHA staff to ensure secure placements once the Veteran has received a voucher.
- Presented Veterans with HUD VASH vouchers to landlords and negotiating various aspects of leasing such as security deposits, utility bills and monthly lease amounts.
- Developed action plans to promote community landlords interest and willingness in renting to Veterans with a HUD VASH voucher.

Housing Management Assistant

Delta Corporation - 2011 – 2013

Key Deliverables:

- Provided support to military personnel in all phases of obtaining adequate housing interacted with Real Estate Professionals, Property Managers, and .
- Interviewed and counseled military personnel requesting assistance in locating housing.
- Assigned eligible military personnel to government housing.
- Typed various correspondence and documents.
- Provides listings of affordable housing as well has housing referrals to homeless Veterans in the Columbia, SC metropolitan area Conduct housing .
- Educates individuals and organizations on the Homeless Veteran Program.
- Responsible for assigning and terminating over 1,500 government housing in the military community Completed in and out processing of single, .

Senior Housing Management Assistant

Christian Drosten



Senior Housing Management Assistant:

Immerse yourself in the artistry of words with is expressive creation, Discover the Artistry of **Senior Housing Management Assistant** . This ebook, presented in a PDF format (PDF Size: *), is a masterpiece that goes beyond conventional storytelling. Indulge your senses in prose, poetry, and knowledge. Download now to let the beauty of literature and artistry envelop your mind in a unique and expressive way.

https://pinsupreme.com/results/Resources/Documents/Real_Grass_Real_Heroes.pdf

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cambodia as prime minister of democratic kampuchea between 1976 and 1979