

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

Lawrence M. W. Chiu, Peter Cunich



Senior Housing Management Assistant:

Senior Housing Management Assistant National Learning Corporation, 2014 The Senior Housing Management Assistant Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam Housing ,1993

Housing Management Mary A. Vance, 1983 *Departments of Transportation, and Housing and Urban Development, and Related Agencies Appropriations for 2011* United States. Congress. House. Committee on Appropriations. Subcommittee on Transportation, Housing and Urban Development, and Related Agencies, 2010 *The Budget of the United States Government* United States. Bureau of the Budget, 1946 Issues for 1951 52 1970 71 accompanied by an appendix entitled 1951 52 1955 56 Obligations by objects and detail of personal services 1956 57 1960 61 Detail of personal services 1961 62 Detail of personal services and passenger motor vehicles and aircraft *Hearings* United States. Congress. House. Committee on Appropriations, 1940 *Hearings* United States. Congress. House, 1950 Federal Loan Agency, Federal Works Agency, Tennessee Valley Authority United States. Congress. House. Committee on Appropriations, 1940 Message of the President of the United States Transmitting the Budget for the Service of the Fiscal Year Ending ... United States, 1940

Code of Federal Regulations ,1973 Special edition of the Federal Register containing a codification of documents of general applicability and future effect with ancillaries Municipal Journal ,1929 **Federal Register** ,1972-12

Independent Offices Appropriation Bill for 1941 United States. Congress. House. Appropriations, 1940 **Independent Offices Appropriation Bill for 1941** United States. Congress. House. Committee on Appropriations, 1940 *Housing Monthly* ,1978 The Code of Federal Regulations of the United States of America ,1971 The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government **Cases on Information Technology Management in Modern Organizations** Jay Liebowitz, Mehdi Khosrowpour, 1997-01-01 Information systems professionals learn best from the experiences of others Successes and failures from others can help the IS commonly further develop and flourish This book is a compilation of original case studies that describe information technology experiences in both domestic and international organizations

The Hong Kong Government Gazette Hong Kong, 1993 **HKU SPACE and Its Alumni** Lawrence M. W. Chiu, Peter Cunich, 2008-01-01 This book examines in detail the efforts of the University of Hong Kong to provide adult education opportunities at university level the establishment of its Department of Extra Mural Studies in 1956 and the School of Professional and Continuing Education HKU SPACE in 1992 *Official Decisions, Opinions and Related Matters* New York (State). Public Employment Relations Board, 1969

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