
Housing Specialist Resume

Job Objective

Looking for work within the company in the position of Housing Specialist. Experienced with behind the scenes managerial duties as well as hands-on work in the industry.

Highlights of Qualifications:

- Remarkable experience in federal, state and local housing programs
 - Huge knowledge of managing with indigent families
 - Deep knowledge of homeless populations
 - Familiarity with low-income housing programs
 - Amazing ability to resolve problems
 - Superior communications skills
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Professional Experience:

Housing Specialist
Henry Street Settlement Company, Frederick, MD
May 2006 – Present

- Maintained information and resources.
- Formulated housing applications, referral letters and D.H.S reports.
- Managed Housing Workshops for families.

Housing Specialist
Cincinnati Metropolitan Housing Authority, Frederick, MD
March 2003 – April 2006

- Managed interviewing, investigating and verifying incomes.
 - Outlined annual reviews and assessed employment income.
 - Coordinated about rent determination to residents.
 - Developed retroactive rent charges.
 - Handled reported changes on system.
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Education:

High School Diploma
Merced High School, Merced, CA

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