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## Community Service Manager Resume

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### Job Objective

Seeking the right company in which to fill the position of Community Service Manager and utilize my skills and training in this field to their fullest.

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### Highlights of Qualifications:

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- Admirable experience of managing community project and leases
  - Huge knowledge of adolescent development programs
  - Exceptional knowledge of local community organization
  - Ability to understand laws and regulations
  - Ability to develop work sites
  - Ability to design and maintain databases
  - Ability to manage and resolve complex issues
  - Proficient to work with numbers
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### Professional Experience:

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Community Service Manager  
Sequoia Equities Inc., Seattle, WA  
October 2008 – Present

- Developed efficient relationship with communities and local government.
- Analyzed and identified various local issues in community.
- Provided support to various economic development activities.
- Maintained optimal level of customer services.
- Assisted to protect various community business interests.
- Developed strategies to promote company services.
- Administered transmission and obtained required approvals.
- Provided financial support to all community activities.

Community Services Specialist  
Merit Property Mgmt., Inc., Seattle, WA  
August 2003 – September 2008

- Coordinated with companies and develop community service placement site.
- Monitored progress of various juvenile programs.
- Supervised efficient working of work crews.
- Facilitated orientation classes for all youth and parents.
- Maintained community service database for referrals.
- Prepared reports for client database.

Community Services Coordinator  
Community Solutions, Inc., Seattle, WA  
May 1998 – July 2003

- Ensured compliance to company policies and procedures.
  - Organized and implemented monthly community events.
  - Participated in training and workshop programs.
  - Designed calendar of events on monthly basis and ensured compliance.
  - Maintained activities within required deadline and planned events.
  - Managed and provided required information to marketing manager.
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### Education:

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Bachelor's Degree in Social Work  
Saint Gregory's University, Shawnee, OK

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