
Housing Administrator Resume

Job Objective

Looking for work as a Housing Administrator within the organization in order to advance and grow in the industry.

Highlights of Qualifications:

- Remarkable experience of managing in social housing environment
 - Huge knowledge of dealing with customers
 - Deep knowledge of Microsoft office application
 - Familiarity with administration and office management
 - Amazing ability to use MS Office
 - Outstanding ability to manage own workload and meet timelines
 - Excellent organization, communication and independency skills
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Professional Experience:

Housing Administrator
Presbyterian Homes and Services, Belpre, OH
November 2007 – Present

- Handled requests for maintenance.
- Outlined the need for professional assistance for maintenance.
- Administered work undertaken by contractors.
- Carried out regular checks that all installations are functioning properly.

Housing Administrator
Assisted Living Concepts, Inc, Belpre, OH
December 2003 – October 2007

- Formulated correspondence, reports and minutes.
 - Managed processing of invoices and coordinated meetings.
 - Handled incoming calls to the officer.
 - Administered incoming post and email.
 - Outlined bookings for meeting rooms.
 - Assured conducting of fire alarm tests and water tests.
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Education:

Bachelor's Degree in Business Administration
San Bernardino Valley College, San Bernardino, CA

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