
Housing Advocate Resume

Job Objective

Seeking a motivating and challenging position as a Housing Advocate in a reputation organization.

Highlights of Qualifications:

- Excellent experience in coordinating with homeless and providing crisis intervention
 - Sound knowledge of local benefit agencies
 - Profound knowledge of communicating with adult homeless men and women
 - Ability to coordinate with service providers efficiently
 - Ability to coordinate with agencies to implement various policies
 - Proficient in resolving various housing issues for the homeless
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Professional Experience:

Housing Advocate
La Casa Norte, Baltimore, MD
August 2012 – Present

Responsibilities:

- Communicated with various homeless individuals who appear on the street.
- Developed and maintained a registry for every chronic client, especially those who are homeless.
- Participated in various supervision trails and programs.
- Developed and maintained efficient systems for maintaining records.
- Administered caseload for homeless and assisted to search affordable housing.
- Assisted clients to develop and implement an efficient housing strategy.

Housing Advocate
HomeStart, Inc., Baltimore, MD
May 2009 – July 2012

Responsibilities:

- Analyzed housing requirements for below average income families.
 - Monitored housing projects and ensured compliance to land use regulations.
 - Coordinated with nonprofit and government agencies for housing issues.
 - Assisted to integrate projects within required boundaries.
 - Managed various development projects and obtained required public and private grants.
 - Prepared media outreach materials and prepared appropriate statements.
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Education:

Bachelor's Degree in Business Administration
San Jose State University, San Jose, CA

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