
Housing Coordinator Resume

Job Objective

Seeking a position as Housing Coordinator in a reputed organization where I can utilize my knowledge and experience.

Work Experience:

Housing Coordinator, May 2004 – Present
Bean, Dryden, MI

- Provided case management for permanent housing transitions.
- Identified the needs of clients made recommendations.
- Developed and implemented appropriate comprehensive individual service plans for clients.
- Collaborated with community resources to assist clients.
- Recruited and supported community leaders and volunteers to provide services to clients.

Housing Coordinator, March 2002 – April 2004
Carbon,inc., Dryden, MI

- Maintained records of individual client services.
 - Participated in Helpline staff and Homeless Coalition meetings.
 - Provided assistance to customers in identifying society and personal assets.
 - Coordinated community resources appointments with clients.
 - Arranged workshops to help clients with specific life skills.
-

Summary of Qualifications:

- Good experience in hospitality and reservations
 - Excellent knowledge of Property Management and Daylight sales systems
 - Operational knowledge of network and data systems
 - In-depth knowledgeable of real estate financial calculation, loan amortization and proforma analysis
 - Huge knowledge of community resources
 - Proficient in Microsoft Office applications
 - Effective oral and written communication skills
 - Superior analytical, problem solving, negotiating and decision making skills
 - Uncommon ability to maintain client confidentiality
-

Education:

Bachelor's Degree In Social Work, Bates College, Maine, ME

[Build your Resume Now](#)