
Housing Development Officer Resume

Job Objective

To obtain a Housing Development Officer position with organization where challenges and opportunities make way for career development.

Highlights of Qualifications:

- Wide experience in office administration and management
 - Excellent knowledge of HUD regulations and policies
 - Solid knowledge of risk management, accounting practices and data processing
 - Solid knowledge of administrative and office procedures and practices
 - Strong ability to communicate in both oral and written modes
 - Proficient in Microsoft software packages and office machines
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Professional Experience:

Housing Development Officer
Public Health Solutions, Brownsville, TX
August 2005 – Present

- Managed housing company's development activity effectively.
- Provided administrative and data entry support to professionally manage housing development activity.
- Responded to Legal assistance inquiries, Fair Housing inquiries and accommodation requests in a time bound manner.
- Implemented housing development grant initiatives in coordination with company staff.
- Compiled reports of various natures relevant to company operations.
- Coordinated with police officers to ensure proper security

Housing Development Officer
Homes Now, Inc., Brownsville, TX
May 2000 – July 2005

- Investigated and identified sites to develop affordable housing complexes.
 - Developed and executed a comprehensive development plan for each housing development project.
 - Identified project sources and examined financial feasibility to support every development project.
 - Prepared budgets for every stage of project development.
 - Obtained regulatory approvals and technical assistance for project development.
 - Managed entire process of construction and establishment of housing projects.
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Education:

Bachelor's of Science in Civil Engineering
West Virginia University, Morgantown, WV

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