
Occupancy Specialist Resume

Job Objective

Looking for full time work as an Occupancy Specialist with the right company.

Highlights of Qualifications:

- Admirable experience of providing affordable housing and managing rent roll softwares
 - Outstanding knowledge of occupancy regulations for Internal Revenue code
 - Operational knowledge of word processing and related software
 - Immense ability to coordinate with site team
 - Sound ability to multitask and prioritize work according to deadline
 - Excellent communication skills
 - Skilled to maintain tenant relations and negotiate with members
 - Proficient in maintaining account receivable ledgers
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Professional Experience:

Occupancy Specialist
Mercy Housing, Stlouis, IL
May 2006 – Present

- Prepared and maintained a waiting list for applications for housing requirements and ensured compliance to resident relations.
- Monitored tenant selection plan and prepared waiting list for same.
- Performed inspection for annual apartment and assisted in sending notices.
- Coordinated with tenants verified all income assets and maintained expenses according to Section 42.
- Managed leases and prepared lease amendments for various third party verifications.
- Ensured compliance to all policies related to fair housing.
- Administered special claims and made required submissions.
- Collaborated with management and vendors and managed professional relationships.

Occupancy Specialist
Preservation Housing Management, LLC, Stlouis, IL
March 2003 – April 2006

- Coordinated with various teams and processed all applications according to subsidized senior housing regulations.
 - Prepared and maintained all paper and electronic documents and ensured compliance to regulatory requirements.
 - Administered phone calls for all current and prospective residents maintaining high volumes.
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Education:

Bachelor's Degree in Civil Engineering
Mountain View College, Dallas, TX

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