
Tenant Liaison Officer Resume

Job Objective

To secure a Tenant Liaison Officer position to help contribute to the growth of the organization and help increase cliental.

Highlights of Qualifications:

- Huge experience of working within a social housing environment
 - Competent numeracy and literacy skills
 - Good communication and negotiation skills
 - Ability to collect data accurately and efficiently
 - Ability to monitor the collection and accuracy of data collected by others
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Professional Experience:

Tenant Liaison Officer
Wansbeck Homes, Philadelphia, MS
August 2005 – Present

- Organized and facilitated tenant choice events.
- Organized respite and decant moves.
- Monitored the Codes of Conduct for Construction Partners and Tenants.
- Advocated on behalf of tenants.
- Maintained records of contact with tenants.

Tenant Liaison Officer
Ashfield Homes Ltd, Philadelphia, MS
May 2000 – July 2005

- Produced and overseen the production of appropriate communication material.
 - Ensured that specific and special needs of tenants are identified.
 - Overseen tenant complaints procedure and ensured that complaints are speedily resolved.
 - Arranged meetings to communicate program reviews.
 - Received tenant feedback and discussed any other agenda items.
 - Conducted presentations for tenants, local schools, emergency services .
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Education:

Bachelor's Degree in Law
Saint Edward's University, Austin, TX

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