

Lead Resident Service Coordinator

ROBERT SMITH

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Objective

To obtain a position in a professional environment where the skills are valued and can benefit the organization. Expand leadership responsibilities, organized, ability to exceed goals, and help honor all short-term and long-term commitments to customers, employees, and the organization. Hard working, determined, reliable, quick learner, and strive to always keep a positive attitude.

Skills

Word, Excel, PowerPoint, Case Management, Community-based Service Planning, Implementation Of Treatment Planning

Work Experience

Lead Resident Service Coordinator

ABC Corporation - January 2007 – January 2013

- Advertises vacancies obtaining referrals from current tenants explaining the advantages of location and services showing units.
- Determines contract agreement with tenants by negotiating leases collecting security deposits.
- Accomplishes financial objectives by collecting rents paying any municipal bills forecasting any repair maintenance requirements preparing annual budget reports scheduling daily/weekly regular payroll and expenditures analyzing variances initiating an emergency action plan for a natural disaster.
- Maintains property by investigating and resolving tenant complaints enforcing rules of occupancy inspecting vacant units and completing repairs planning renovations contracting with landscaping services.
- Maintains building systems by contracting for maintenance services supervising repairs.
- Secures property by contracting with security patrol service installing and maintain security devices establishing and enforcing precautionary policies and procedures responding to emergencies.
- Enforces occupancy policies and procedures by confronting violators.

Resident Service Coordinator

Affordable Housing For Seniors - 2005 – 2007

- Provide general case management and counseling to residents.
- Provide linkage between agencies and residents.
- Identify and assess residents who are frail or at risk.
- Coordinate monthly resident programs that provide education on service availability, application procedure, benefits, resident rights, and related topics.
- Foster appropriate communication and relations between residents and family.
- Research, develop, and maintain a network of service providers.
- Establish and maintain visibility within the community through professional networking, advocacy groups, etc.

Education

Bachelor of Science in Business - 2008(UNIVERSITY OF PHOENIX - Kapolei, HI)