

Robert Smith

Resident Services Coordinator II

PERSONAL STATEMENT

Utilized strong organizational management skills to provide operational management support for a business organizational.

WORK EXPERIENCE

Resident Services Coordinator II

MAC PROPERTIES - August 2015 - 2020

Responsibilities:

- Performed essential functions as they relate to the accessibility of the building working the front desk.
- Trained throughout MACs properties are trained at the Shoreland Apartments a fast paced location.
- Processed marketing and resident account information.
- Created monthly calendar, outreach flyers and newsletters Serve as an advocate and liaison for residents with service agencies and/or property .
- Maintained accurate records for the organization.
- Developed and prepared budgets.
- Provided case management services for individuals and families residing in low-income housing developments.

Resident Services Coordinator

Delta Corporation - 2014 - 2015

Responsibilities:

- Provided adult computer training for beginner and intermediate levels Provided job skills training/mock interviews/contact with employment agencies .
- Move In/Move Out Residents Showing homes to future/prospective residents Organizing and completing necessary paperwork/answering questions for .
- MD Landex Corporation, Bay Ridge Apartments Worked with residents to establish self-sufficiency programs and one of the first Neighborhood Network .
- Results Provided organizational development training to resident associations and staff; Principal liaison and advisor to residents, management, .
- Individually manage nearly 200 privatized military homes in a gated community Continually maintain an average 98% occupancy rate Conduct quality .
- Conducted home visits, individual resident assessments, care planning development and implementation that monitored their progress and well being .
- Accounts Payable and Petty Cash 2 Set up New Employees with testing and Maintained Employee files 3 Assisted Residence Manager with Residents Move-in .

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Management, MS Office.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

High School Diploma in TECHNOLOGY - (CARL SANDBURG HIGH SCHOOL - Orland Park, IL)