

John Smith

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PROPERTY REHABILITATION SPECIALIST

Affordable Housing Property Management / Financial Goals/Budget Planning & Development / Contract Negotiations Strategic Planning & Direction / Regulatory Reporting & Communications / Federal & State Housing Expertise / Senior Housing Specialist / Long Term Alliances with City and State Housing Authorities / Strong Community Outreach Relationships / Problem Resolution /

REHABILITATION/CONSTRUCTION MANAGER

Administration and management of HUD sponsored Community Development Block Program (CDBP) and HOME Residential Rehabilitation Loan Programs funded by Los Angeles. Duties include:

- Design and implementation of community outreach, marketing programs and information on housing needs and issues. Advocate for funding for affordable housing; build and strengthen community coalitions on housing.
- Conduct client eligibility assessments.
- Manage and oversee contractor procurement processes for new construction and rehabilitation activities including preparation of bid specifications, contractor selection, construction monitoring and preparation of required reports to local government agencies for Federal funding.

REHABILITATION SPECIALIST

Responsible for performing housing inspections for potential residential rehabilitation loan clients. Duties include:

- Inspect and identify code infractions, health and safety requirements.
- Prepare all Federal agency required documentation to establish client eligibility and rehabilitation cost estimates, and job specifications.
- Responsible for overseeing several key strategic solutions and liaising with clients in assisting them in selecting contractors in the rehabilitation of their homes.
- Execute required program inspections to document continued compliance regulations for local government, State and Federal agencies.

REHABILITATION SPECIALIST, CDD GRANT PROGRAM

Responsible for the housing rehabilitation activities of the Community Development Department (CDD) Handy Workers Program for the County of Los Angeles. Duties include:

- Community and City outreach and advertisement of CDD program.
- Implement client waiting list; schedule home inspections, and verification of resident's qualifications.
- Procurement of rehabilitation needs for projects, submittal of documentation for Commission funding.
- Verify contractors' documentation, i.e., license, insurance, and bonding information.
- Scheduled and monitored all construction projects, verification of permits and plans as needed. Document and approve payments to contractors as required by Commission guidelines.

LEADERSHIP

- Adherence to strict HUD and City reporting requirements and preparation of annual audit program review in order to be in compliance with all FDIC regulations.

ACCOMPLISHMENTS

- Developed and implemented "Home Pride Day" in collaboration with Neighborhood Week.
- Successfully developed "Handy Workers Program" and prepared grants for funding sources.
- Formed "Partnership with Los Angeles Senior Citizens."
- Collaboratively orchestrated ABC's Annual Event Fundraisers.
- Successful submittal of grants on time or ahead of schedule.

TRAINING

- Implemented and conducted a series of workshops for the community on "How is Your Roof?" "How is Your Plumbing?" and How is Your Electrical?"

PROFESSIONAL EXPERIENCE

Rehabilitation/Construction Manager, ABC Housing Services 2002-Present
Rehabilitation Specialist, ABC Housing Services..... 1997 - 2002
Rehabilitation Specialist, CDD Program, ABC Housing Services..... 1996 - 2001

CONTINUING EDUCATION / CERTIFICATIONS

California Real Estate Inspection Association (CREIA) 2005 to present

- Candidate Member of the Los Angeles / San Gabriel Chapter
- Inspection Training Institute (ITA) approved for Residential Electrical and Plumbing Inspections
- 30 Continuing Education Credits per calendar year as required by CREIA

Southern California Edison New Homes Program

- Completion of the Green Home Construction Training
- Completion of GreenPoint Builder Training

International Code Council

- Member since 2003
- Completion of Building Inspection Fundamentals
- Completes Annual Construction Law Conference Seminars

Neighborhood Reinvestment Corporation Certification, 1989-2008

- Design & Specification Preparation
- Project Management
- Housing Management (in conjunction with the Institute of Real Estate Management)
- Community Outreach and Assessment
- Trainer - First Time Homebuyer Program
- Certified Foreclosure Prevention Counselor

U.S. Department of Housing and Urban Development (HUD)

- Completion of Housing Production Management Training
- Completion of Addressing Lead-Based Paint in Local Housing Training
- Community Housing Development Organizations (CHDO) Tool Box Training

Fair Housing Accessibility

- Certificate of Completion, Accessibility Requirements
- Disability Rights Laws
- Design and Construction Requirements of the Fair Housing Act

Southern California Gas Company Certification

- Weatherization Program Outreach & Assessment Officer
- Installation Technician
- Quality Control Inspector

Associated Technical College, Los Angeles, CA

- Plumber's Apprentice Program Certification

Anyplace High School, Anyplace, CA

Class of 1981
