

**ANGELA MARIE GRIM
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CROSS PLAINS, WI 53528
TEL.: (608)413-0200**

OBJECTIVE

To treat every client as I would want my children or grandparents to be treated which in return will make the company I work for a more profitable and enjoyable work place.

WORK EXPERIENCE

2005-2009 Housing Site Manager CITY OF MADISON

I managed 25+ sites of Public Housing for the City of Madison. My major responsibilities included:

- Develop and maintain effective tenant relations
- Receive complaints, gather information and conduct investigation
- Inform, advise and warn tenants of lease violations
- Coordinate rent collection
- Supervise program administrative and maintenance staff
- Monitor timely rent payments
- Maintain effective public relations
- Gather and document and prepare yearly reports to HUD
- Approve purchase orders for goods and services
- Develop work plans and operating procedures consistent with policies
- Provide for housing program administration consistent with funding standards

2003-2005 Resident Manager MERIDIAN GROUP

I managed 104 section 8 units. My major responsibilities included:

- Interviewing, verifying, and processing all paperwork for rent reviews, move ins and interims
- Filling out and submitting vacancy claims
- Marketing the property; to keep vacancy; levels at 0 or no more than 10%
- Handling all resident's concerns, requests and complaints
- Processing 5- day and 14 day notices and tracking the outcomes
- Scheduling outside vendors to perform work on the property
- Conducting required inspections from owners, government and local authorities for the complex

1999-2001 OFFICE Assistant **HOMZ** MANAGEMENT

I began as offering general assistance to the office and then was given additional duties with managing apartment buildings. My major responsibilities included:

- Showing apartments
 - Performing credit checks on prospective tenants
 - Calculating rent for 100 unit building
 - Overseeing rent collections
 - Responding to tenant questions
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EDUCATION

BA in Marketing and Management
Edgewood College Madison, WI

Licensed Real Estate Agent 1997-2002
Licensed COS