| Eimmy Smith |
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| Objective | To obtain a position where I may apply my strong administrative skills, organizational skills, and ability to work well with the public. |
| Experience | **Admissions Clerk**  East Hartford Housing Authority, East Hartford, CT  2008 to Present   * Administer and input all public housing applications into agency’s database according to HUD standards and regulations * Verify all information provided by applicants in conducting all credit and police background checks, income verification for eligibility, and sex offender registry * Provide information to clients regarding subsidized housing requirements and processing of applications * Purging of the waiting list to update files of interested applicants * Process move-outs in accordance with agency policy * Notify applicants of their ineligibility and process any informal hearing requests * Schedule apartment showings for Site Assistant 1 and maintain refusal of units by applicants * Schedule and conduct applicant interview, assist applicants with forms and documents as needed * Assist Spanish speaking only tenants and applicants as needed , translate documentation and forms from English to Spanish * Open and distribute mail for the Leasing Department |
|  | **Employment Coordinator**  Community Enterprises, Holyoke, MA  2002 to 2008   * Provided initial assessment of client’s abilities and career plan, including setting goals and career programming * Fostered and promoted the inclusion of individuals with disabilities in the workplace * Taught Pre-GED classes, in both English and Spanish, to participants referred by the Department of Transitional Assistance * Utilized behavioral training techniques to instruct clients in job specific tasks, work skills, and behaviors according to the Employment Plan * Documented and reported all activities to Department of Mental Retardation, Department of Transitional Assistance, and Department of Mental Health |
| Education | **The High School of Commerce**  1993- 1997 Springfield, MA, Diploma |
| References | References available on request. |