

Jennifer Demaio

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SUMMARY

A highly enthusiastic, creative and dependable team player, with excellent interpersonal communication and leadership skills, strong computer proficiency and the ability to grasp new concepts quickly. Especially skilled at building effective, productive working relationships with clients and staff. Proven ability to analyze data and develop reports. Seeking a full-time position in a challenging environment that will complement my experience and education.

WORK EXPERIENCE

Co-op Initiatives, Inc., Hartford, CT

Housing and Support Specialist

2004 - present

- Provided one-on-one support to individuals with disabilities as well as information and referral services on available resources relative to housing.
- Advocated on behalf of people with disabilities to direct service providers, policymakers, and community members.
- Assisted in development of marketing plans and resident selection strategies.
- Coordinated necessary reporting and budgeting to the appropriate agencies.
- Reviewed monthly management reports.
- A special project, implemented technology plan, working with Hartford Foundation for Public Giving and the Technology Group to apply for funding and develop a plan for implementation.
- Worked with management companies on tenant issues. Reviewed applications for income eligibility for Low Income Housing Tax Credits/HOME programs.
- Wrote Housing Assistance Council quarterly reports.
- Coordinated final closing checklist requirements for Connecticut Housing Finance Authority for two developments.
- Organized Quarterly reports for Department of Social Services Block Grants.

Administrative Assistant

2002 - 2004

- Maintained computer system, files and databases and coordinated Newsletter, Annual Appeal and event mailings.
- Observed and implemented established policies and procedures.
- Recorded and transcribed minutes of staff and board meetings.
- Assisted Executive Director and other Department Directors with preparation for and development of board packets and other related duties associated with the Board of Directors.
- Coordinated insurance orientation and Human Resource materials relevant to recruitment and hiring practices.
- Interacted with outside vendors and insured efficient and effective internal office systems.

Program Assistant

2001 - 2002

- Aided in maintaining database of contacts, organized records and assisted Program Director in daily duties.

Hartford Association of Retarded Citizens, Hartford, CT

Recreation Counselor

2000 - 2001

- Maintained safety and health of program participants
- Initiated and implemented activities for adults and children
- Assisted participants when required

Private Residence, Manchester, CT

2000 - present

Personal Care Assistant

- Assist client with disability with daily tasks including laundry, cleaning, personal hygiene, meal preparation, transportation, and errands.

EDUCATION

Manchester Community College, Manchester, CT

Associates of Science in Disability Specialist

May 2004

VOLUNTEER EXPERIENCE

Volunteer, Special Olympics, Hartford, CT

2003 - 2006

Volunteer, Manchester Memorial Hospital, Manchester, CT

2000 - 2004