

E L A Z H A R N A J J A R

San Diego, California
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Professional Statement

Community Coordinator seeking a position that will utilize honed skills in effective communication and Property Management.

PROFESSIONAL EXPERIENCE

Residential Attendant, *June 2016-Present*

Hilton Worldwide, La Jolla, CA

- Independently inspects rooms to consistently meet standards of direct supervisor. Areas for inspection include bedrooms, bathrooms and living room spaces.
- Interacts with guests on a daily basis.
 - Accommodates needs, including providing various amenities, when requested.
 - Provides inventory management.
 - Prioritizes attention to detail to ensure satisfaction and safety of guests.
- Acts as a professional representative of the company at all times by demonstrating an understanding of policies, procedures and organization.

Intern, *January 2016-May 2016*

REStart Program, San Diego, CA

- Prepared Leases by presenting and executing documentation with new tenants.
- Performed clerical duties, including answering phones and logging client interaction.
- Inspected and demonstrated apartments to prospective tenants.
- Trained in Security Deposit Disposition, including daily property inspection and liability inspection.
- Processed invoices for payments with multiple vendors.

Intern, *July 2015-August 2015*

Ronald McDonald House, San Diego, CA

- Properly maintained living quarters for tenants by cleaning and implementing organizational requirements.
- Provided customer service by answering phones and interacting with residents on a daily basis.

Community Building Coordinator, *June 2014-August 2014*

Community Housing Works, San Diego, CA

- Devised best practices for both community outreach and promotion by sending out Press Releases and E-Blasts to members of the Community Press.
- Coordinated Healthy Living Workshops with Aging and Independence Services for Community.
- Facilitated a Summer Reading and Tutoring Program.

Library Technician II BIL, *October 1999-October 2013*

County of San Diego, San Diego, CA

- Facilitated Computer and E-Book Training Programs.
- Planned and presented a Bilingual story-time for youths in the community.
- Innovated a cash handling system.
- Maintained confidential databases.
- Supervised para-professional staff of 7-10 employees.

SKILLS

- Bilingual; Able to communicate effectively in both English and Spanish.
- Public Speaking Certified.
- Business Writing Certified.
- Comfortable using various programs, including Google Docs and Microsoft Outlook, to manage calendars and set schedules in a timely manner.
- Familiar with various operating systems, including Windows (Vista/XP/10) and Mac OSX.
- Experienced in using Kronos Online Time Management Reporting.

CERTIFICATIONS

Landlord/Tenant Law Training , REStart Program, San Diego, CA	2016
▪ <i>Law Offices of Kimball, Tirey & St. John LLP</i>	
Fair Housing Training , REStart Program, San Diego, CA	2016
▪ <i>Law Offices of Kimball, Tirey & St. John LLP</i>	

REFERENCES

Jennifer Cole, *VP of Operations* - Harsch Investment Properties

- Phone: 619.251.5092
- Email: jenniferc@harsch.com

Jaime Groth, *Volunteer Coordinator* - Ronald McDonald House

- Phone: 858.598.2430

Maria Ray, *Employment Specialist* - KRA Corporation

- Phone: 619.214.1558
- Email: mray@kra.org