

*Danelle S. Williams
2456 South Avenue
Niagara Falls, NY 14305
Danelle.Williams14305@Gmail.com
716.628.3199*

I am looking to secure a full-time position with a well-established company that will give me the ability to work within the community.

Property Manager

CRM Rental Management, Inc. - Niagara Falls, NY
May 2018 to Present

- Assist regional manager with monthly reporting- EIV, HAP
- Process rental applications including background and criminal checks
- Handle delinquencies and file evictions
- Process move-ins and move-outs while maintaining a waitlist
- Complete annual recertifications and interims as required by the Low-income Housing Tax Credit Program and HUD
- Perform quarterly and annual inspections for all 149 units
- Adhere to all Fair Housing requirements
- Process payments
- Manage advertising
- Utilized Boston Post Software
- Maintained waitlist

Property Manager

Related Management - Buffalo, NY
January 2018 to May 2018

- Tax Credit Housing - 180 units
- Met all rent-up occupancy deadlines
- Processed Applications
- Processed Payments - including voucher and DSS payments
- Assisted with Marketing/Outreach when needed
- Worked closely with housing agencies
- Annual recertifications
- Move-in and move-outs
- Work orders
- Review and monitor delinquency to reduce A/R
- Monitor and approve payroll for Superintendent
- Participated in unit/property inspections and State/Investor Audits
- Involvement with bidding process/contract execution/required documents from vendors
- Assisted in hiring new employees
- Organized annual property Spring Clean-up along with Regional Manger
- One Site Software

Property Manager

Housing Visions - Niagara Falls, NY/Lockport, NY
May 2015 to December 2017

- Tax Credit Housing - 76 units
- Managed 2 locations
- Helped organize and process the Niagara Falls rental lease up with Regional and Asset Manager. Met rent-up occupancy deadlines
- Maintained a 98%-100% occupancy at both properties
- Processed Applications Processed Payments - including voucher and DSS payments Assisted with Marketing/Outreach when needed Worked closely with housing agencies
- Leased Housing and YWCA Annual recertification, move in/move outs
- work orders
- Review and monitor delinquency to reduce A/R Monitor and approve payroll for Superintendent
- Participated in unit/property inspections and State/Investor Audits Involvement with bidding process/contract execution/required documents from vendors
- Assisted in hiring new employees
- Organized annual property Spring Clean-up along with Regional Manger Boston Post Property Manager software

Property Manager

Investor Services - Niagara Falls, NY
October 2014 to May 2015

- Process applications
- List apartment online
- Perform background checks
- Manage properties - collect rent, inspections, show apartment, travel \ Niagara County
- Handled residents' issues, work orders

Office Manager

CRM Rental Management, Inc.- Niagara Falls, NY
October 2012 to October 2014

- Perform daily office duties-faxing, filing, answering phone, assisted with the annual recertification certification process, data entry for prospective applications, processed applications and lease/move-in packets
- Collected and processed security deposits, worked with property manager to create quarterly newsletters and other various projects when needed, invoiced maintenance work orders, accounts receivable including HAP request payments and payable, prepared eviction notices for our attorney and residents
- Attended court when necessary
- Assisted in quarterly inspections with property manager and maintenance, coordinated extermination schedule, familiar with EIV

Education

Business Administration

NCCC - Sanborn, NY
February 2021

Certifications/Licenses

COS Specialist

January 2015

Tax Credit Certification

January 2016
NCHM and Spectrum

Fair Housing Certification

OSHA 10

November 2016

Niagara Charter School Board- Parent Trustee

August 2018

As a parent trustee I attend all school board meetings and assist the board with setting school policies and goals.

Tenant Appreciation Day

Organized and led event 2013 and 2018 at CRM.

September 30, 2018

Dear Recruiter,

This reference letter is for Danelle Williams. I worked with Danelle Williams for about 3 years at a prior company. She was the Property Manager there of around 80 scattered site units. Danelle was responsible for all day to day operations at both of the properties that she worked. She was handling all payments and accounting processes, dealing with all resident and property issues, and overseeing the assigned maintenance staff. She was handling the complex compliance paperwork required for all new move-ins and annual recertifications, organizing community events, handling evictions, applications, and attended ongoing training.

Danelle was a huge asset to the company and had some of the most well run properties there. She handled a brand new lease-up of more than 40 units that went very smooth. She is great at working with residents and outside agencies. She has an amazing work ethic, great attention to detail, and goes above and beyond to get the job done. Danelle also organized several community events that went really well. She was extremely reliable, showed good judgment, and got along well with her co-workers.

I would highly recommend Danelle as an employee at any company. If you have any further questions or would like to discuss this more, please feel free to contact me on my cell phone at (919)723-7718.

Sincerely,

Melody Susco

Director of Property Management

Ithaca Neighborhood Housing Services

Jessica Gambino
CRM Rental Management
jessicagambino@hotmail.com
716-316-5299

October 1, 2018


To Whom It May Concern:

It is my pleasure to recommend Danelle Williams at your company. Ms. Williams and I have worked together for over 5 years in the property management field. I am currently her direct supervisor.

During her time at CRM Rental Management, Ms. Williams has been diligent and ambitious. She has been eager to expand her learning and take on more tasks as a property manager. She has been an indispensable part of our team during these last four months. She has been a key factor in the rental office running so smoothly. Ms. Williams has been focusing on tenant relations and knows the importance of the community, our customer. Ms. Williams recently organized and led a Tenant Appreciation Day. The event was a tremendous success.

I recommend Ms. Williams without reservation – she would be a great addition to your company. As I will be sad to see her go I understand she has career goals she needs to further explore. If you have any questions please feel free to reach out to me at 716-316-5299.

Sincerely,


Jessica Gambino
Regional Property Manager
CRM Rental Management

National Center for Housing Management Certified Occupancy Specialist



This certifies that

Danielle Williams

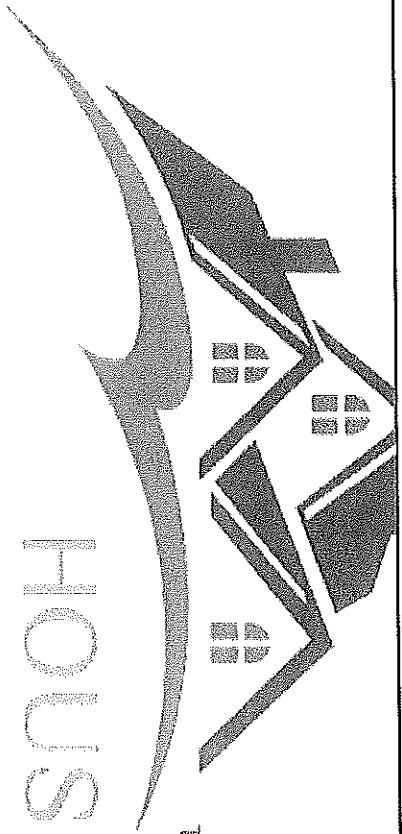
*has successfully completed the course of study and
passed the examination on federal occupancy policies
and procedures and has met the standards for certification
provided by the National Center for Housing Management*

00155029

09/18/2013

Chairman

President



The 10th Annual

HOUSING & SPECIAL NEEDS POPULATION CONFERENCE

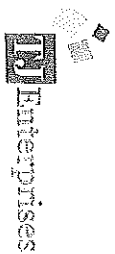
CERTIFICATE OF ATTENDANCE

This certificate is awarded to:

Janette Williams

October 26, 2017: 8 Hours
October 27, 2017: 4 Hours
Total: 12 Hours

Jan Taylor
Signature—On behalf of Taylor-Jones Enterprises



CERTIFICATE OF COMPLETION

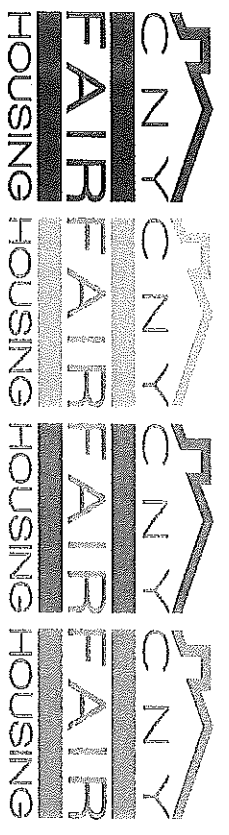
THIS AWARD CERTIFIES THAT

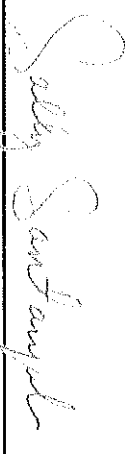
Danelle Williams

HAS SUCCESSFULLY COMPLETED

Fair Housing 101 Workshop

Given on the day of April 13, 2016, in Syracuse, New York.





Sally Santangelo
Executive Director