

**Professional Profile Summary:** Experienced Compliance Manager with a robust public housing (PH) and Housing Choice Voucher (HCV) Programs background. Proven track record in ensuring adherence to federal, state, and local regulations and understanding policies governing low-income housing initiatives, including the Low-Income Housing Tax Credit (LIHTC) program. Committed to advancing fair housing practices and improving housing quality for low-income families.

**North Brevard Charities**  
**April 2025- Current**

**Director of Housing Development**  
**Titusville, FL**

- Develop long-term housing strategies addressing community needs; conduct market analyses and feasibility studies to guide project decisions.
- Prepare and manage housing development budgets, securing public/private funding and grants.
- Build relationships with government agencies, community organizations, and investors; engage with the community to foster support for housing initiatives.
- Lead and mentor a team of housing development professionals, promoting a collaborative and innovative work environment.
- Ensure compliance with all local, state, and federal regulations; manage application processes for necessary permits.

**Department of Housing and Urban  
Development (HUD)**  
**Oct 2016- April 2025**

**Senior Housing Program Specialist**  
**Miami, Florida**

- Oversee and manage public housing and housing choice voucher programs nationwide, ensuring that Public Housing Agencies comply with regulatory guidance from the Federal Register, the Code of Federal Regulations, program guidebooks, and federal, local, and state laws to include ensuring the lease(s) are compliant.
- Serve as Acting Director during the Director's absence, ensuring that agile management practices such as collaboration, communication, and continual improvement are consistently maintained to achieve the Department and team goals.
- Responsible for providing technical assistance to industry groups, public housing agencies, and departmental staff regarding updates to regulatory programs as outlined in the Federal Register, the Code of Federal Regulations, and other regulatory sources (e.g., guidebooks) while serving as the lead point of contact for the interpretation of affordable housing programs.
- Responsible for conducting compliance and monitoring reviews for affordable housing programs, identifying audit findings, and developing strategies to mitigate and remediate these programmatic issues. Utilize data-driven insights from internal departmental systems to optimize program occupancy performance and reduce vulnerabilities.
- Oversee the budget allocations and financial reporting of Public Housing Agencies. Ensure each agency nationwide optimizes resource utilization to maximize funding

opportunities while complying with regulatory requirements. Additionally, ensure that funding expenditures adhere to regulations and align with the agency's approved annual plans.

**Accomplishment(s)**

Spearheaded a comprehensive nationwide training initiative focused on the latest updates to the affordable housing program guidelines. This training covered critical topics such as determining program eligibility, calculating income accurately, and understanding income exclusions. Participants gained valuable insights and practical knowledge to apply these updated standards in their work.

Led departmental initiatives to enhance the nationwide occupancy rate, striving to achieve the critical key performance indicator of optimizing occupancy, which involved analyzing current trends and implementing targeted marketing and outreach strategies.

**Department of Homeland Security (DHS)**  
**Aug 2013- Oct 2016**

**Senior Operations Support Specialist**  
**Kansas City, Missouri**

- Engaged in in-depth discussions with hiring managers to comprehensively understand their specific staffing needs and the unique demands of each role through collaboration and analyzing team dynamics, identifying skill gaps, and defining the ideal candidate profile.
- Developed targeted recruitment strategies that included tailored job descriptions, strategic outreach methods, and efficient selection processes, which enhanced the caliber of candidates the Department attracted and ensured a strong cultural fit within the organization, ultimately leading to improved team performance and employee retention.
- Managed the Department's employee benefits programs to ensure regulatory compliance and effectively communicated offerings to staff.
- Worked in partnership with the General Services Administration (GSA) to supply a wide range of essential items, including equipment, materials, and other property resources, for multiple federally leased government properties to enhance operational efficiency and ensure that each location is adequately equipped to meet its functional needs.

**Department of Homeland Security (DHS)**  
**Dec 2011- Aug 2013**

**Immigration Services Officer**  
**Kansas City, Kansas**

- Adjudicated a high volume of immigration petitions, ensuring compliance with federal regulations and policies while maintaining accuracy and attention to detail.
- Conducted thorough reviews of applicant documentation and evidence, assessing eligibility criteria and ensuring equitable treatment of all cases.

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- Collaborated with stakeholders and provided clear communication regarding petition outcomes, enhancing the overall understanding of immigration processes among applicants and colleagues.

**Department of Veteran Affairs - Veterans Hospital**  
**Jan 2011-Dec 2011**

**Purchasing Agent**  
**Kansas City, Kansas**

- Prepared documents for federal government procurement activities, including proposal requests, statements of work, and cost estimates. Participated in technical evaluation panels and source evaluation boards for significant contracts to monitor contractor performance and validate the acceptability of contract deliverables.
- Negotiate with bidders and act as a Government Technical Monitor (GTM) in collaboration with the Government Technical Representative (GTR) throughout all phases of contract monitoring.
- Purchase goods and services following the Federal Acquisition Regulation (FAR) and 2 Code of Federal Regulations (CFR) 200.

**Department of Defense-- United States Army Reserves**  
**Nov 2000- May 2010**

**Senior Enlisted**  
**Kansas City, Kansas**

- Oversaw various military contracts' comprehensive acquisition, management, negotiation, and termination processes, ensuring all stages aligned with organizational goals.
- Ensured adherence to federal acquisition regulations and military procurement policies, maintaining high standards of integrity and accountability throughout the contracting process.
- Oversaw contract modifications, ensuring detailed justifications were provided and all approvals were secured promptly.
- Developed and executed robust risk management strategies aimed at identifying potential challenges and mitigating issues that may arise during the execution of contracts.
- Conducted thorough and regular performance reviews and audits to assess contract compliance and effectiveness, ensuring that all deliverables met established quality standards and operational objectives.

#### **Additional Skills**

Certified Occupancy Specialist (COS)	Six Sigma-- Green Belt
Microsoft Office Suite (Excel/Power Business Intelligence)	Tableau
Affordable Housing Compliance	Housing Program Management
Training and Development	Supply Chain

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**Education**

Master of Arts, Human Resource Management

Bachelor of Science, Sociology

**References available upon request.**