

Carlos Ramirez

Affordable Housing Property Manager

(123) 456-7890 • Atlanta, GA 30303 • carlos.ramirez@example.com • LinkedIn | Portfolio

Affordable housing property manager with six years of experience overseeing Low-Income Housing Tax Credit (LIHTC) communities. Strong knowledge of HUD regulations and tenant eligibility processes. Reduced delinquency rates from 12% to 4% through targeted outreach and supportive service partnerships.

Professional Experience

Property Manager | Horizon Affordable Housing, Atlanta, GA | April 2018

- Manage compliance for a 180-unit LIHTC community, ensuring a 100% HUD audit pass rate
- Develop resident support programs that reduced rent delinquencies from 12% to 4%
- Supervise lease renewals and new move-ins, maintaining 95% occupancy

Assistant Property Manager | Safe Haven Housing, Atlanta, GA | June 2015 – March 2018

- Conducted income certifications and eligibility screenings for prospective tenants
- Coordinated on-site support services with local non-profits, improving resident satisfaction
- Maintained accurate compliance files and prepared quarterly reports for investors

Education

Bachelor's Degree in Urban Planning, May 2015 | Georgia State University, Atlanta, GA

Key Skills

- LIHTC Compliance
- HUD Regulations
- Delinquency Management
- Resident Services
- Investor Reporting