

# AMY LYNNE HOLODAK

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## EDUCATION

### City University of New York- Hunter College

*New York, NY*

- Graduated in May 2017
- M.S. in Urban Policy & Leadership
- Summa Cum Laude, 3.9 GPA

### Western Washington University

*Bellingham, WA*

- Graduated in December 2008
- B.A. in Human Services

## SKILLS

- Qualitative & Quantitative Research Methods
- Survey Design
- Community Outreach
- Case Management
- Volunteer Coordination
- Group Facilitation
- Salesforce
- Innovative Mentoring Platform
- Concur

## PROFESSIONAL EXPERIENCE

### Neighborhood Restore

April 2018 to Present

*Project Manager – New York, NY*

- Manage a portfolio of housing sites as they make the transition through affordable housing restoration and development projects, including Third Party Transfer (TPT) and the Affordable Neighborhood Cooperative Program (ANCP)
- Work with HPD, private funding institutions, and other City agencies to assist developers to complete scopes of work and financing options, rehabilitation plans, tenant communication and construction loan closing
- Oversee property management and development activities for those sites (building stabilization plans, review of monthly financial positions, coordination of emergency repairs, and facilitation of tenant relations)

### Open Society Foundations

August 2017 to December 2017

*Program Administrative Specialist (Contract) – New York, NY*

- Provides administrative support to Fiscal Governance Program Director and staff
- Submits, processes, and tracks contracts in Salesforce for vendors, consultants and grantee-partner organizations; updates and amends agreements as needed
- Independently manages complex event planning, travel arrangements, logistics, budgets, and expense reports
- Manages team calendars, arranges staff & partner-grantee organization travel, submits travel authorizations

### East Harlem Community Board 11

June 2016 to August 2016

*Constituent Services Intern – New York, NY*

- Completed 120-hour paid internship and independent study
- Responded to and helped resolve constituent concerns related to public transportation, health and safety, housing access, and social services coordination
- Conducted qualitative primary and secondary research regarding East Harlem Neighborhood Plan
- Provided recommendations for successful plan implementation

### Big Brothers Big Sisters of New York City

October 2014 to June 2016

*Program Manager - New York, NY*

- Supervised a caseload of 50 matches by providing on-going support, counseling, advocacy, referrals, and case management services while monitoring for child safety
- Interviewed potential parents and youth, wrote clinical assessments using a psychosocial framework, and determined mentoring program eligibility
- Facilitated quarterly self-esteem & diversity workshops for pre-teens from underserved Brooklyn communities
- Served on Client Recruitment Committee, establishing school and CBO partnerships to increase female referrals
- Completed ten-week Mentoring Supervisor Certification course