

# Shayanna Trinklein

Housing Coordinator

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## Education

### Bachelor of Arts in Urban Planning and Development at University of Utah, Salt Lake City, UT

Sep 2018 - May 2022

Relevant Coursework: Urban Planning Principles, GIS and Spatial Analysis, Sustainable Urban Development, Transportation Planning, Land Use Planning, Environmental Planning, Urban Design, Planning Law and Ethics, Housing and Community Development, and Urban Economics.

## Links

[linkedin.com/in/shayannatrinklein](https://www.linkedin.com/in/shayannatrinklein)

## Skills

Budgeting

Negotiation

Communication

Organization

Problem-solving

Microsoft Excel

Time management

## Languages

English

Japanese

## Profile

Dedicated Housing Coordinator with 1 year of experience in managing affordable housing programs and ensuring compliance with relevant regulations. Proficient in tenant relations, application processing, and property management. Demonstrates strong communication and organizational skills, contributing to efficient operations and tenant satisfaction in diverse communities. Committed to providing quality housing solutions and promoting positive community development.

## Employment History

### Housing Coordinator at Utah Housing Corporation, UT

Mar 2023 - Present

- Successfully managed a portfolio of over 500 affordable housing units across Utah, ensuring timely rent collection and maintaining an occupancy rate of 95% throughout the year.
- Implemented a new tenant screening process that reduced eviction rates by 30%, resulting in increased tenant stability and a reduction in vacancy-related costs for the Corporation.
- Coordinated with local non-profit organizations and government agencies to secure \$2 million in funding for the development and rehabilitation of affordable housing projects in underserved communities.
- Developed and executed a comprehensive community outreach program that connected more than 200 low-income families with suitable housing options, improving their living conditions and contributing to the overall mission of the Utah Housing Corporation.

### Assistant Housing Coordinator at Community Development Corporation of Utah, UT

Aug 2022 - Jan 2023

- Successfully managed the allocation of affordable housing units to 500 low-income families, ensuring a 25% increase in occupancy rates within a year.
- Streamlined the application and approval process for housing assistance programs, reducing the average processing time by 30% and increasing the number of approved applications by 40%.
- Developed and implemented a community outreach program that engaged over 200 local residents in workshops and events focused on financial literacy, home maintenance, and tenant rights, leading to a 15% reduction in eviction rates.

## Certificates

### Certified Affordable Housing Manager (CAHM)

Mar 2022

### National Apartment Leasing Professional (NALP)

May 2020