

## TOOLS

## SAMPLE RESUME

### AAA COMMUNITY DEVELOPMENT CORPORATION

#### RESUME OF PAULETTE SMITH

Ms. Paulette Smith is the Executive Director of AAA CDC. She has held this position since 2001. Ms. Smith has more than 15 years experience in the development, financing, and management of affordable rental housing projects. Prior to joining AAA, Ms. Smith was Finance Director for BBB CDC, a position she held for six years.

Projects developed by Ms. Smith include the following:

- ❑ Alcorn Apartments, 45 unit senior project located at 1 X Street, Houston, Texas. Project new construction; completed and fully rented in 2004. Ms. Smith led the project team on behalf of AAA CDC, with complete day-to-day responsibility for project success.
- ❑ Wilson Homes, 8 single family homes sold to qualified low-income buyers. Project completed and sold out in 2002. Ms. Smith led this project on behalf of AAA CDC.
- ❑ Renee's Place, 16 unit rental project targeted to single parents with children. On-site after-school program for resident children. Located at 2 X Street, Houston, Texas. Project was purchased from HUD and substantially rehabilitated, including full ADA compliance on three units. Completed 1999. Ms. Smith managed the financial aspects of this project, including construction draw requests, compliance monitoring, tenant selection and underwriting, permanent financing, on behalf of BBB CDC. This project has won an award for excellence in HUD monitoring and financial management.

Ms. Smith is a member of the CDC Association and is a past Secretary of the Board.