

Byron Young

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OBJECTIVE

Seeking a position where I can utilize my excellent written and verbal communication skills as well as my solid analytical abilities in order to support a dedicated team of professionals.

SKILLS & ABILITIES

Keyboarding/Typing Speed: 55 WPM

Computer Applications: Microsoft Office, Excel, Word

Office Procedures: Fax, Copier, Reception, and Telephone Skills

HMIS: Data Entry, Run Reports, Train Staff,

Strong Work Ethic: Positive Attitude, Reliable, Punctual, works well with clients, co-workers, and multi tasks.

EMPLOYMENT EXPERIENCE

Skid Row Development Corporation

Rotary/Transition House

HMIS Specialist/ Case Management

10-Present

Enter all new participants' data into HMIS, which includes all demographic and economic profile data plus the housing/homelessness status. Enter bed assignment into the HMIS Dashboard system on a daily basis. Run reports on a weekly, quarterly and annual basis. Make necessary changes/corrections in HMIS as required by LAHSA. Train staff on HMIS changes. Open, close, and delete files as needed in HMIS. Receive money orders from residents of the 5 SRDC Hotels; keep accounting of residents payments on spreadsheets. Review new clients applying for SRDC's Programs.

Case Manager/

06-Present

Intake/assessment, developed individual service plans for homeless clients and enter case notes in the HMIS. Identified problem areas, and refer to appropriate supportive/social service agencies. Tracked client's progress or lack of progress. Developed service plans to assist clients with moving into stable permanent or transitional housing and entering data into HMIS. Assist Assistant Director with client billing.

Client advocate/Intake Specialist

03/03 – 06

I screen and intake clients into our 136 bed facility on a daily basis. Collaborate with homeless agencies to provide better services for the homeless. Daily phone screenings, case notes, and discharges in HMIS in addition to training staff on HMIS.

Volunteer Clerk/Customer Svc Rep

11/01 – 03/03

Provide Customer Service, assisted clients on a daily basis by processed documents, send and receive mail, input data, answer telephones, type labels, filing, copying, and faxing.

EDUCATION & TRAINING

LAHSA: HMIS training

03-On going

Metropolitan Skills Center & LAUSD, Los Angeles, CA

01/02

Certificates: Computer Operator/Literacy
Computer Operator/Software Applications
Computer Keyboarding

Coursework: Office Procedures Integrated Applications