

CAREER SUMMARY

Highly motivated results driven professional with extensive experience in program conception, planning and implementation; with the ability to manage high-volume business operations. Operate the Rapid Response Program for the Howard County's Workforce Development Center. Assisting growing companies access an available pool of skilled workers from other companies that are downsizing or who have been trained in the skills to be competitive in the labor market. Respond to layoffs and plant closings by quickly coordinating services and providing immediate aid to companies and their affected workers. Coordinate with employers and any employee representative(s) to quickly maximize public and private resources to minimize the disruptions on companies, affected workers, and communities that are associated with job loss.

Bilingual: Hindi and Bengali

SELECTED ACCOMPLISHMENTS

- Recipient of Veteran Incentive Award Program, 2010
- Administered a \$65 million grant through the HOPE VI Program, sponsored by the Department of Housing and Urban Department
- Administered \$9 million dollar program to assist non-profit organizations apply for tax credit allocations
- Quoted in America Planning Associations' report: *Regional Approaches to Affordable Housing as a "Success Story"*

PROFESSIONAL EXPERIENCE

Workforce Consultant and the Rapid Response Coordinator

The Columbia Workforce Center

- Provide educational and vocational guidance to the unemployed or underemployed applicants impacted by layoffs.
- Rapid Response Coordinator for the Columbia Workforce center.
- Counsel unemployed individuals with their vocational and educational needs and provide reinforcement to clients to achieve success in their new job search.
- Provide outreach and market The Columbia Workforce Center to various communities and business organizations.

Project Manager, Community Investment Tax Credit Program

State of Maryland Department of Housing and Community Development

- Administered \$9 million program to assist non-profit organizations apply for tax credit allocations, competitively awarded by State of Maryland Department of Housing and Community Development.
- Assisted and provided incentive to support community services, literacy and job training, arts and culture, and developed affordable housing and economic development initiatives in Maryland's twelve counties and municipalities.

Project Manager, Neighborhood Business Development Grant Program

Maryland Department of Housing and Community Development

- Administered 'gap financing' in the excess of \$1 million dollars to finance and support 150 small businesses and nonprofit organizations.
- Directed program to encourage small businesses to expand in designated Maryland's neighborhood revitalization areas.

Marketing Coordinator, "More House for Less" Grant Program

Maryland Department of Housing and Community Development

- Marketed 'first time homebuyer's program' to approximately 5,000 Real Estate professionals to assist them in sales and marketing of real estate property listings in Maryland.
- Created searchable database of listings for builders, realtors, homebuyers as a toolset for first time home buyers.
- Directed 'More House for Less' program to more effectively gain in momentum, size and diversity.

Administrator: "Live-Near-Your-Work Program"

Maryland Department of Housing and Community Development

- Marketed the Maryland's 'SMART GROWTH' program to more than 800 households to encourage homeownership. The program focused on first time home buyers to purchase homes near their work locations in Maryland.
- Worked with Brokers, landowners, and investment property owners to train and educate them about this innovative program for first time homebuyers looking for homes near their respective work places.
- Quoted in America Planning Associations' report: *Regional Approaches to Affordable Housing as a "Success Story"*)

Project Coordinator, Urban Revitalization Program (HOPE VI)

The Housing Authority of Baltimore City

Administered \$65 million grant through HOPE VI Program, sponsored by Department of Housing and Urban Department, to resurrect distressed 16 square block community.

Directed project consisting in 338 housing units, laying out 20,000 square feet of new and refurbished retail space and landscaping common areas.

Coordinated with developer of Mid-City Urban, LLC in comprehensive planning for:

- Mixed Use, Mixed-Income Finance Plans • Demolition • Revitalization • Planning • Grant Administration
- Community & Supportive Services

President,

The Builder's Guild, Inc.

- Owner of The Builder's Guild Inc., a family owned, custom design home building company in Howard County.
- Managed and organized day to day administration activities to ensure customer satisfaction and quality control.
- Collaborated with in-house Architects and Engineers to construct 50 residential homes in Maryland, including low and moderate income homes.

Vice President,

Melbourne Estates, Inc.

- Worked with Architects, Engineers and the local government officials to develop and sub-divide a 27acre parcel of raw land in Elkridge, Maryland. This project housed market rate, single family homes, with a set aside of another 20% of the homes to low and moderate income home buyers.

AFFILIATIONS

- Economic Development Advisory Council, Howard County
- Governor's Commission on Asian Pacific American Affairs – Former Chair
- Commissioner, Howard County's Martin Luther King Holiday Commission.
- Equal Business Opportunity Commission – Commissioner, Howard County Government
- Home Builders Association of Maryland, Carroll County Chapter - Membership Chairperson
- India Forum, Inc. - Former President & Chairperson
- Governor's sub-committee on Economic Development Policy
- Housing Policy Sub-Committee - Transition Team
- Governor's Transportation Commission for the State of Maryland.- Former Commissioner
- Member, American Red Cross Indian Outreach Committee, Central Maryland Chapter
- Commissioner, Howard County Women's Commission