

REGINA D. STONE-MITCHELL

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QUALIFICATIONS PROFILE

Goal-driven, dynamic, and accomplished professional, with comprehensive experience in property management, sales, strategy implementation, and business development. Interested to pursue a position in housing and community building to utilize knowledge of affordable housing and community development toward the improvement of communities. Efficient at overseeing compliance with county, state, and federal laws and regulations, which involved subsidized housing, codes, and laws necessary for the upkeep of buildings and equipment. Armed with communication, multitasking, problem-solving, and interpersonal skills.

PROFESSIONAL EXPERIENCE

GLENARDEN HOUSING AUTHORITY (GHA) – *Glenarden, MD*

Acting Executive Director

Feb 2015–Present

- Initiate the overall development and establishment of various program objectives as well as the preparation of budgetary and financial reports and data
- Proactively participate in meetings with HUD, city officials, and other officials related to public housing
- Provide expert oversight of the occupancy and vacancy levels, rent collections, work orders, REAC preparedness, recertification, curb appeal, and unit turnover
- Maintain coordination with Housing Authority Board of Directors for the implementation of policies and procedures; secure accurate documentation of all operating procedures for the GHA activities
- Handle the monthly reconciliation of bank statement for all programs; initiate the preparation of journal entries; maintain the general ledger; and create detailed transaction register
- Monitor the entire insurance ledger, property ledger, capital fund ledgers, balance sheet analysis, and complete sub-contractors activity report
- Oversee the preparation of operating receipts and expenditures with PUM comparison report and manage the completion of HUD financial reports according to required frequencies
- Exemplify keen attention to detail in ensuring documentation of all operations and activities, while maintaining compliance with policies and procedures

HOUSING OPPORTUNITIES COMMISSION (HOC) OF MONTGOMERY COUNTY - *Kensington, MD*

Director of Property Management

Oct 2013–Feb 2015

- Conducted comprehensive review of HOC Property Management programs and initiate the development and necessary modification of programs
- Keenly monitored diverse capital plans for other HOC owned and managed properties
- Managed the development of annual re-examination program in adherence to HUD guidelines
- Formulated objectives and programs of the division to county, state, and federal officials as well as the public and work regarding Real Estate Division to assess housing needs and develop programs and resources according to specific needs

Key Highlights:

- *Demonstrated strategic leadership in overseeing operations and performance of the entire Property Management Division, while actively participating in senior staff deliberations*
- *Employed in-depth knowledge of principles and practices of multi-family and scattered site-rental property administration, budgeting, fiscal analysis, and staff supervision*

BALTIMORE REGIONAL HOUSING PARTNERSHIP, INC. (BRHP) – *Baltimore, MD*

Founding Executive Director

Mar 2013–Oct 2013

- Handled the negotiations and oversaw contractual relationships with entities to support the development of the Baltimore Housing Mobility Program
- Directed the overall implementation of procurement, financial, and other organizational policies which affected the application of cash management, budgeting, and accounting systems
- Led the election of officials, landlords, housing developers, and participants of the Baltimore Housing Mobility Program
- Rendered services and information for the Board of Directors, which included the schedule of meetings, minutes, resolutions, and reports for board meetings

Key Highlights:

- *Exemplified expertise in monitoring all aspects of Baltimore Housing Mobility Program and delivered support with the implementation of the Thompson settlement*
- *Led the establishment of the overall strategy and vision of the BRHP in cooperation with the board of directors*
- *Recognized for representing the entire organization before local, regional, and national audience*
- *Fostered and maintained professional relationships with counsel for the Thompson Plaintiff Class, HABC, HUD, and other governmental entities*

HOUSING AUTHORITY OF THE CITY OF COLLEGE PARK - *College Park, MD*

Executive Director

Jul 2002–Jul 2013

- Directly coordinated with local HUD district office to ensure compliance to all regulations as well as to maintain compliance of operations with all federal, state and local laws and codes
- Provided expert oversight of the entire general management activation of 108 unit housing authority, which included extensive evaluation in all areas
- Applied strong knowledge of laws and regulations with regard to issues public housing for family, elderly, and disabled residents

Key Highlights:

- *Carried out the preparation and control of operating and capital budgets which valued up to \$850K*
- *Played an integral role in initiating all capital improvement projects to assure timely completion of work and reports while conforming to HUD guidelines*
- *Instigated the creation of detailed annual 5-year plan; directed the Work Live College Park Neighborhood Stabilization Program (NSP) Grant*
 - *Received \$750K from Maryland Department Housing NSP Grant for the reduction in the number of vacate foreclosed properties throughout the City of College Park*
 - *Obtained \$750K from local partners, including the City of College Park, University of Maryland, and the City University Partnership (non-profit)*
 - *Rendered essential support to employees working in the city with income below 120% of the Area Median Income (AMI) in purchasing homes through down payment, closing assistance, and renovation vacate foreclosed homes*

EARLIER CAREER

CINCINNATI METROPOLITAN HOUSING AUTHORITY - *Cincinnati, OH*

Property Manager | Assistant Property Manager

DAYTON METROPOLITAN HOUSING - *Dayton, OH*

Administrative Assistant

EDUCATION AND CREDENTIALS

Public Administration - Sinclair College, Dayton, OH

Tax Credit Specialist ~ Senior Professional Housing Manager ~ Executive Directors Certification
Public Housing Manager Certification ~ Home Inspection Certification ~ Manager of Occupancy Certification
Neighborhood Leadership Certification

PROFESSIONAL DEVELOPMENT

Americans with Disabilities Act: 2011 ▪ Housing and Urban Development Training Program
Mastering Procurement: 2004 ▪ National Association of Housing and Redevelopment Officials
Housing and Community Development: 2004 ▪ University of Maryland School of Public Policy

AFFILIATIONS

NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS (NAHRO)

National Housing Policy Committee | 2008–Present- **Chair** | 2015–Present

- *Serving as an advisor to Board of Governors on impact of legislation and policies on local housing agencies*
- *Facilitates Housing Committee meeting and monthly conference calls*
- *Serving as the Vice President of Housing the Committee on Board of Governors*

Chairperson Small Agency Task Force | 2011–Present

- *Served as advocate for Federal legislation and policies which impacted small housing agencies*
- *Arranged and facilitated meetings with Small Agency Task Force committee members*

Board of Governors | 2011–Present

Board member and Treasurer - Mid-Atlantic Regional Chapter | 2008–Present - **Secretary** | 2013–Present

MARYLAND CHAPTER - **President** | 2009–2012

ACTIVITIES

Commissioner/ Vice Chair (2012–Present) - HOWARD COUNTY HOUSING COMMISSION - *Howard County, MD*

President/ Board Member (2012–Present), **President | Board Member** (2007–2009)

DEERING WOODS CONDO ASSOCIATION - *Columbia, MD*

Representative | Chaplain (1996–1998) - CITY OF DAYTON/ SOUTHWEST PRIORITY BOARD - *Dayton, OH*

Active Member (1996–1998) - NEIGHBORHOOD DEVELOPMENT ADVISORY BOARD - *Dayton, OH*

Active Member (1996–1998) - GETTYSBURG AVENUE OVERSIGHT COMMITTEE - *Dayton, OH*