LAJANEE M. TURNER

Mercy Housing Work Portfolio

June 2018-May 2019

Contents

Sunnydale

1. Neighbor Up

- I. Event coordination and facilitator
 - Food, décor, agenda
 - Assist with presentation and PowerPoint
 - Group table talk discussions
- II. Survey, research and data analysis
 - Create surveys, record responses and analyze data
 - Combine and analyze notes
- III. Master contact list
 - Sign in and data entry
- IV. Marketing and promotion
 - Creating flyers and mass mailings
- V. Community Engagement Activities
 - Art projects
 - Toy give away, turkey give away, backpack give away
 - Ground breaking ceremonies
 - Celebrations and ceremonies (Holiday and special occasions)

2. Youth Program

I. Community engagement

• Engagement in community activities with youth assistance (HUB Open House, Neighbor UP)

II. Event Coordination

- Food, décor, agenda
- Shopping for supplies
- Graduation
- Year book creation and distribution

III. Field Trips

- Architect visit agenda and activities
- Plan Field trips and activities
- Photography
- Boys and Girls club visit

IV. Marketing and promotion

• Flyer creation and distribution

V. Youth engagement activities

- Art expression activities
- Discussion facilitator

VI. Data analysis

•	Survey and data analysis

3.The Hub

I. Community engagement Visitacion Valley/Sunnydale

- Plan and Assist in community engagement activities
- Record sign in of attendees and transfer to Master Contact list
- Contact CBO's and other affiliations to invite to specific events
- Support staff with coordination

II. Event coordination

- Shopping for supplies
- Booking catering and space for event
- Floater and floor management
- Food, décor, agenda, set up of event
- Photography-concentrating on data collection

III. Marketing and promotion

- Flyer creation and distribution
- Door to door marketing
- Mass email and mailing
- Calling residents for attendance

IV. Data analysis

- Survey creation and data analysis
- Photography of responses and organizing, analyzing responses into categories

4. Sunnydale Block 6

I. OAC Meetings

- Record Minutes and transcribe notes
- Assist with document organization

II. Design and Build

- Assist with picking the colors of buildings and design of units
- Assist in resident engagement to pick design and colors of buildings and units
- Organize and plan Ground Breaking ceremony

III. Funding applications

- AHP
- TCAC/CDLAC 4%
- PBV

IV. Research

- Transit lines in an area of New Development
- Create maps and other documents
- Maps with distance radius
- Site amenities

V. Community engagement

- Engage with residents at community meetings
- Record feedback and analyze data

VI. Event coordination

- Create flyer
- Mass mail distribution
- Book space, food
- Activities and agenda
- Catering, Décor, Supplies
- Ground Breaking activities
- Marketing and promotion

5. Lease Revision Committee

I. Project manage Lease Revision

- Uphold meetings internally and with residents
- Coordinated all meetings
- Read, Revise, organized and edited lease documents/packet
- Create Welcome booklet and signage of resources and standards for new community
- Incorporate culture shift in work by adjusting language and message
- Created 30 binders and organized tabs and all documents categorically
- Tracked and created a timeline of the lease revision process
- Tracked resident's feedback and changes made to lease and created a document of the process
- Created presentation materials on Lease discussion

II. Data analysis

- Created surveys
- Analyzed responses and organized data
- Created spreadsheet to show percentages of responses
- Used the feedback as a tool to understand the general feelings or beliefs of the community sample

III. Community engagement

- Introduce lease and revisions to the community
- Mass mailing
- Flyer creation and distribution
- Created a jeopardy game for residents to learn about the new lease
- Event coordination
 - (1) Buy supplies
 - (2) Help decorate the venue
 - (3) Order catering
 - (4) Set up of event

IV. Marketing and promotion

EPA

o RFP

 Community services research
 Midtown Park Apartments
 Meeting coordination
 Record Minutes and transcribe notes
 Send agenda
 Prepare important documents for funding applications
Office duties
 Assist Executive Assistant with office equipment and
meetings for Board members and staff
 Set up Skype conference calls
 Cook for office staff
 Assist Commercial Asset manager with specs
 Coordinate holiday and office events
 Expense reports for Director
 Verify invoices to request draw
 Create surveys to capture office responses
 Mailing

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