

LAJANIE

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

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
 - RFP

