

**CARLEEN GARVIN  
1114 MCBEE AVENUE  
THE VILLAGES, FL. 32162  
570-956-8700**

July 27, 2011

JPH & Associates

RE: Community Development and Housing Practitioner

Dear Sheila,

I am in the process of moving to Central Florida, and I am seeking full or part time employment in Community Development.

I have 13 years experience as a Community Development and Housing Rehabilitation Coordinator in Pennsylvania.

Please feel free to call me with any questions. Thank you, in advance, for your consideration.

Sincerely,

Carleen Garvin  
570-956-8700

**CARLEEN B. GARVIN**  
1114 MCBEE AVENUE  
THE VILLEGES, FL 32162  
570-956-8700

***Work Experience:***

2/1998 - **Community Development Program Coordinator**  
Present Schuylkill County, Pennsylvania

Frackville Borough, Pennsylvania Community Development  
Schuylkill Haven Borough, Pennsylvania Community Development  
Shenandoah Borough, Pennsylvania (IDIS only)

Home Program - Responsible for project delivery activities including: interviewing and qualifying homeowners, awarding contracts for home rehabilitation projects, coordinating home inspections, lead based paint inspections and clearance testing, preparing contracts and following projects through to completion.

Familiar with all applications, disbursements, and contractual arrangements between contractors and homeowners.

Responsible for: day to day administration of Home Rehabilitation and Community Development Block Grant Funds (using the IDIS system), DCNR Grants, EDI Special Project Grants, USDA Grants, DCED Community Revitalization Funding, and ACT 137 Affordable Housing Grants.

Worked in compliance with Federal, State, and Local regulatory entities including: The Housing and Urban Development Agency (HUD), The Pennsylvania State Department of Community and Economic Development, and Schuylkill County Community Action Agency.

This experience includes successful completion of Federal and State Regulatory compliance auditing and monitoring by Agency Officials associated with the above agencies.

**Previous Grant Administration Experience:** Carbon County, Pennsylvania

Beaver Meadows, Lansford, Nesquehoning, Weatherly, Jim Thorpe

**CARLEEN B. GARVIN**  
570-956-8700

9/1988-  
Present

**Realtor and Rental Property Agent**

**Eagle Rock Resort** (Residential Resort Community)– List and sell homes and coordinate long and short term rentals.

Experience in: new construction sales, working with home floor plans and blueprints, complying with Development Covenants and Restrictions and Building requirements (including property set backs, square footage requirements, etc.)

Familiar with all rules, ordinances, and statutes governing Real Estate sales and rental transactions and contracts.

***Education:***

Associate Degree in Business Administration 1999  
Luzerne County College (GPA 3.68)

Proficient with: Microsoft Word and Excel  
Lead Base Paint Risk Assessor Certification

***Licenses:***

Pennsylvania Real Estate License since 1988  
Florida Real Estate License 2011