



ARNEATHA L. TAPPER

19 Bancroft Road, New Castle, DE 19720

email: Atapper@Mdesigns.consulting phone: (215) 327-9075

PROFESSIONAL EXPERIENCE: An individual with over 30 years of experience in administration, governed by high ethical standards and a deep sense of responsibility with an emphasis in organizational development. Also, recognized for taking a leadership role in support of strategic objectives; with a proven and verifiable record for utilizing strong technical and interpersonal skills that enhance many diverse areas.

EDUCATION: Penn State University, State College, PA
Bachelor's Degree in Administrative of Justice, College of Liberal Arts - August 1991
University of Phoenix, Phoenix, AZ
Master's Degree, Management Administration-November 2010

MDESIGNS + MWJ CONSULTING LLC

11/22- PRESENT

Administrative / Community Engagement Manager –

Duties similar to those described under Philadelphia Housing Authority

PHILADELPHIA HOUSING AUTHORITY

3/92 – 8/22

Administrative Officer to the Chief Operating Officer & Senior Executive Vice President

Performed administrative and supervisory support to the office of the CEO/Sr. Exec VP by coordinating an efficient workflow, creating reports, correspondence, and other administrative documents for management staff. Coordinated and managed all department meetings with other executives and other outside agencies. In addition, review all program/grant implementation procedures for compliance to PHA's policies as well as prepare grant applications for submission. Also, supervised various department staff to ensure that all assigned objectives and tasks are accomplished. City-wide agency and community Coordinator for all PHA implosion efforts for high rise demolitions and redevelopment.

Management Improvement Coordinator

Ensured fiscal and operational compliance within Resident Affairs. Which requires managing/monitoring contracting process; development of Scope of Services for bid packages; liaison with appropriate departments, to ensure that timelines are completed as scheduled and complete/maintain reports as assigned projects and other reports required by PHA and U.S. Department of Housing and Urban Development.

Responsible for helping PHA residents to become more self-sufficient and to acquire jobs and training through outside organizations other than PHA, to help them further pursue their career goals. Also, I have done extensive case management in preparing PHA residents to follow all career goals and maintain full-time employment. Also, administered programs providing employment and training services, which target the economically disadvantaged adults and youth, and generated employment necessitating the creation of new hires with the contractors working with PHA.

PROGRAM MANAGEMENT:

Developing work plans, research and analysing data, monitoring performance of goals, and special assignments such as coordinating all outreach efforts for the Philadelphia Housing Authority's implosions of condemned buildings. Program Management for various housing development projects.

Provides leadership development, program information, social service referrals and educational opportunities to residents of public housing. Therefore, involving them in the planning, development, and implementation of programs.