

# Wanda Kinemoa

806 Comanche Drive  
Mount Vernon, WA 98273  
(425) 948-3594  
[wkinemoa@gmail.com](mailto:wkinemoa@gmail.com)

Oriented professional with a proven track record in housing, finance, and property management. Adept at overseeing financial operations, optimizing property performance, and implementing strategic initiatives. Seeking a challenging role where my skills in budgeting, financial analysis, and property administration can contribute to organizational success.

## CORE COMPETENCIES

Customer Focus  
Bilingual in English and Tongan  
Interpreting  
Multitasking  
Organizational Skills  
Team-oriented worker

Ability to learn new skills  
Self-starter  
Proficient in MS Word, Excel, Outlook  
AP/AR Experience

## EXPERIENCE

### **Housing Authority of Skagit County, Burlington, WA** *Resident Service Coordinator*

Initiated, developed, and executed a comprehensive resident service program, collaborating with community agencies to establish a robust resource network for our farm-working families residing in our apartments. Facilitated meetings, gathered pertinent information, and coordinated services across employment, children, education, and housing sectors. Implemented diverse support services, particularly addressing substance abuse and mental health, and successfully introduced job placement initiatives specifically tailored for farm workers.

Current position since December 2020

### **Housing Authority of Skagit County, Burlington, WA** *Housing Specialist*

Create and Execute Landlord Liaison Program  
Assist families with unit transfers  
Assist families with rent calculations  
Consult on HUD regulations  
December 2017 – December 2020

### **Property Management Northwest, Redmond, WA** *Property Manager*

Managed private rental property department  
Grew rental property portfolio to 56 units  
Managed maintenance staff  
January 2016 – June 2018

### **Homewood Terrace Mutual Homes, Auburn, WA** *HUD Subsidized Housing Consultant*

Consulted on housing calculations and eligibility processes  
Trained employees and presented financial reports  
Attend Board Meeting

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November 2015 – December 2017

## **Property Management Northwest, Redmond, WA** *AP/AR Administrator*

AP/AR for general office, 17 condominiums and a new department with 10 private rental properties  
Produced invoices, statements, and reports  
Assist with multiple accounting tasks as needed  
Used Excel and QuickBooks, Realpage/Onesite Software  
June 2015 – January 2016

## **Homewood Terrace Mutual Homes, Auburn, WA** *Community Manager*

Managed co-op/subsidized housing with 162 units  
Oversaw A/P & A/R, payroll, and grant writing  
Led office and maintenance staff, worked with the Board of Directors  
Used Rentec Software  
February 2014 - June 2015

## **Pierce County Housing Authority, Tacoma, Washington** *Housing Specialist*

Calculated rent amounts, managed VASH Voucher Program  
Assisted in Family Self-Sufficient Program  
Handled daily interactions with families and landlords  
Used HAB INC software  
June 2007 – December 2013

## **Evergreen Staffing, Tacoma, Washington** *Clerical*

Administrative Assistant handling scheduling and customer service  
Proficient in Microsoft Office, 10 Key, and office equipment  
February 2003 – June 2010

*Took time off to stay home with children April 1995 – January 2003*

## **Western Region Asian Pacific Agency, Los Angeles, California** *Pacific Islander Case Manager*

Interpreting service in person and via telephone for Tongan community events  
Translated documents  
Established and executed tutorial programs  
Performed clerical duties to enhance workflow  
June 1991 – April 1995

## REFERENCES

Available Upon Request