

Amy Lynne Holodak

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Professional Experience

Neighborhood Restore HDFC

Senior Project Manager – New York, NY

April 2018-Present

- Collaborates with the New York City Department of Housing Preservation & Development (HPD) on multi-family housing preservation programs that foster neighborhood stabilization by renovating physically distressed properties into permanent affordable housing
- Directs property management and pre-development activities for a portfolio of distressed housing clusters, approving building operations, reviewing monthly financial positions, coordinating emergency repairs, and facilitating productive tenant relations
- Works with development partners, including for-and non-profit developers, architects, private lending institutions, and City agencies to assist in developing scopes of work, completing lender and legal due diligence, and ensuring projects reach construction loan closing
- Reconciles developer accounts, including surpluses, deficits, waiver, building stabilization expenses, violations, liens and other direct costs, in preparation for the transfer of property
- Manages organization-wide insurance portfolio, prepares annual renewal applications for all corporate and inventory policies, monitors loss runs, and prepares reports for the Board and program partners on insurance expenditures
- Facilitates communication with adjusters, attorneys, and program partners regarding claims activity, building inspections, and third-party vendor insurance compliance
- Prepares state and private grant applications project-specific and organization-wide, coordinates and submits reporting documents, requisitions funding with grantor organization, and ensures compliance with grant agreements
- Oversees Project Manager team with parallel portfolios and responsibilities, providing guidance and streamlining internal processes

Open Society Foundations

Program Administrative Specialist (Contract) – New York, NY

August 2017 to December 2017

- Provided administrative support to Fiscal Governance Program Director and staff
- Submitted, processed, and tracked contracts in Salesforce for vendors, consultants and grantee-partner organizations; updated and amended agreements as needed
- Independently managed complex event planning, travel arrangements, logistics, budgets, and expense reports
- Managed team calendars, arranged staff & partner-grantee organization travel, submitted travel authorizations

Manhattan Community Board 11 (East Harlem)

Constituent Services Intern – New York, NY

June 2016 to August 2016

- Completed 120-hour paid internship and independent study
- Responded to and helped resolve constituent concerns related to public transportation, health and safety, housing access, and social services coordination
- Conducted qualitative primary and secondary research regarding East Harlem Neighborhood Plan
- Provided recommendations for successful plan implementation

Big Brothers Big Sisters of New York City

Program Manager – New York, NY

October 2014 to June 2016

- Supervised a caseload of 50 matches by providing on-going support, counseling, advocacy, referrals, and case management services while monitoring for child safety
- Interviewed potential parents and youth, wrote clinical assessments using a psychosocial framework, and determined mentoring program eligibility
- Facilitated quarterly self-esteem & diversity workshops for pre-teens from underserved Brooklyn communities
- Served on Client Recruitment Committee, establishing school and CBO partnerships to increase female referrals

Education

City University of New York- Hunter College

New York, NY

- Graduated in May 2017
- M.S. in Urban Policy & Leadership
- Summa Cum Laude, 3.9 GPA

Western Washington University

Bellingham, WA

- Graduated in December 2008
- B.A. in Human Services