

Julian Tasev

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OBJECTIVE

To obtain a position in public administration, government, community-based organization or agency.

EDUCATION

- B.A., Political Science, focus in International Development and Communication, Saint John's University, 2001
- GPA 3.3
- Dean's List - Fall 2000, Recipient of International Student Scholarship, Recipient of Dean's Scholarship.

EXPERIENCE

Staff Assistant II

July 2011 – present

COUNTY OF LOS ANGELES, **CHEERD, FEDERAL HOUSING SUBSIDIES UNIT, MENTAL HEALTH**, LOS ANGELES, CA

Housing

- Coordinate and distribute pre-approved housing applications to agencies and providers.
- Prepare and update client files for the Homeless Section 8 and Tenant Based Supportive Housing Programs.
- Review and analyze Shelter-Plus Care quarterly surveys and progress reports, submitted from providers, as per DMH Shelter Plus Care grant requirements and criteria, in order to identify trends, such as the increase or decrease of various services.
- Knowledge and experience attained and utilized in the administrative operation and implementation of MHSA planning processes, as relates to countywide efforts on providing permanent housing to the DMH's chronically homeless population.

Data Collection

- Collect data and provide countywide information and training to designated housing liaisons and specialists, during monthly housing liaisons meetings, aimed at providing updates on the Homeless Section 8 program, as administered through Department of Mental Health.
- Enter data and develop reports for the Housing Authorities, management and other DMH bureaus and divisions, through maintaining and tracking a service match count for all clients on record. Assist in formulating and presenting recommendations to management for program modifications, through problem-solving approach and assessing critical need, in order to optimize outcome.
- Research, study and gather data pertaining to assigned housing program, such as percentage of families, who receive housing subsidies through DMH, compared to the national data, resulting in the preparation of reports and correspondence, related to the program, and applicable solutions.

Outreach

- Community and staff outreach with the Housing Authority of the City of Los Angeles (HACLA) and variety of direct and contracted agencies and providers, consisting of disseminating information regarding interview appointments, voucher issuances, and news bulletins and information regarding availability of housing subsidies, resources, up-to-date program requirements and housing legislative updates.
- Outreach and e-mail news reminders send to providers and agencies, regarding housing fairs, events and other functions aimed at promoting the wellness and recovery of clients and DMH consumers.
- Retrieve client information from the Integrated System.
- Work independently and as a member of FHSU team, which collaborates with DMH and contract staff, other bureaus and outside agencies such as the Housing Authorities.

Staff Assistant I

December 2008 – July 2011

COUNTY OF LOS ANGELES, **OFFICE OF THE PUBLIC GUARDIAN, MENTAL HEALTH**, LOS ANGELES, CA

Time Keeping

- Made recommendations for the solution of a variety of administrative problems, involving timekeeping and procurement.
- Coordinated office activities, including ordering and allocation of supplies and monitoring of appropriated supplies' budget.
- Assisted and reinforced compliance and implementation of inner-office timekeeping guidelines and procedures, and formulated recommendations to management, for corrective action, based on program evaluations.
- Developed and archived payroll administrative records and information.

Worker's Comp

- Coordinated and followed up regarding workers' compensation and return-to-work cases, as a result of Industrial Accident (IA) including direct communication with management and supervisors regarding appropriate policies and course of action.
- Identified, clarified and researched check stub discrepancies in collaboration with Payroll Headquarters.
- Referred and facilitated all personnel and employee relations matters to appropriate party for mediation and response.

Office maintenance

- Maintained office equipment, and ensured continuity of supplies and provided technical assistance, including coordinating of annual inventory inspection of all office equipment, in order to determine level of functionality.

- Coordinated with Administrative Services Bureau and ISD as it relates to damaged and salvage equipment and arrange for repair and/or pick-up.

Tax Services Clerk I

July 2007—November 2008

COUNTY OF LOS ANGELES, **TREASURER AND TAX COLLECTOR**, LOS ANGELES, CA

- Coordinated liaison activities related to report preparation and record maintenance by updating of tax records and documents per established policies and procedures. Assisted operating department sections in implementing policy procedures and requirements.
- Developed, maintained and disseminated same organizational desk procedures and manuals to management and staff as needed. Identified, clarified and answered constituents' questions in regards to secured proper tax liabilities, tax delinquencies, as well as general provisions of California Revenue and Taxation Code.
- Provided customer service assistance and response to taxpayers, extending, but not limited to statement of prior year taxes, installment plans of redemption, certificate of payment, annual taxation statements, supplemental, as well as adjusted supplemental bills, homeowner's exemptions or other requests as arise.
- Read and interpreted legal descriptions of legal property as contained in deeds and other legal documents, in order to determine valuation or real-estate property and property tax bills.
- Conducted tax-related legislative research per public's request, as relates to property tax determination, billing, payment discrepancies, property tax assessments and zoning.
- Participated in various staff inter-departmental development initiatives, aimed in improving of unit's productivity and efficiency. Prepared memos and assisted the division and the T&TC department with compilation of training materials.

Staff Assistant II (Acting)

October 2006 – June 2007

COUNTY OF LOS ANGELES, **OFFICE OF AFFIRMATIVE ACTION COMPLIANCE**, LOS ANGELES, CA

- Assisted manager (Senior Deputy Compliance Officer) to conduct administrative studies involving internal operations and procedures by preparing statistical analysis, reports, letters, and forms as dictated by section operation.
- Sent jurisdictional letters and complaints to the department and mediation, as well as quarterly departmental evaluations.
- Corresponded and routed countywide departmental and public inquiries regarding employment discrimination complaints.
- Conducted research on Risk Management, Employment Discrimination, Mediation and Corrective Action topics, as requested by management. Generated Employment Discrimination Compliance reports and provided analytical support interpreting data from various sources.
- Supervised temporary staff, providing interpretation, advice and guidance on all aspects of the operational parameters of the multi-faceted complex section, and provided administrative overview.
- Assisted in updating and implementing new policy and procedure for Employment Discrimination Investigation Compliance Unit.

Contractor Analyst

June 2006 – September 2006

GENERAL MOTORS ACCEPTANCE CORPORATION (**GMAC RFC**), BURBANK, CA

- Data entry and analysis of Trial and Capitalization Modification Loan Agreements.
- Supported all Asset Managers of the unit. Maintained incoming and outgoing e-mail correspondence of department Asset Manager to ensure timely receipt and loading of TIRRs, Trials and Cap Mods Loan Notifications and Agreements. Communicated to Investor Reporting and Approved Modification Departments to ensure all statistics are secured and finalized.
- Responsible for evaluating and updating pre-determined information and notations into the Default Management System (DMS) in conjunction with new Loss Mitigation entries.
- Provided e-mail and occasional phone support and coordination to both internal clients and other company associates as delegated from Asset Managers.
- Supported Servicing Management in its responsibility to confirm timely delivery of information and Mod notifications to investors, third parties and other entities, as well as any internal data users.

AWARDS

- Tater Award for superior public customer service performance, as an employee of the Treasurer & Tax Collector Department (Los Angeles County)
- Congressional award received for successful completion of a Congressional Aide assignment, Washington, D.C., Summer 2000.

CERTIFICATES AND SKILLS

- Illinois Real Estate Certificate and License (2004)
- Fluent in 4 languages: Bulgarian, Russian, Serbo-Croatian and English.
- Trained in Microsoft Office, including Microsoft Excel 2000, Word Perfect, Windows 2000/ME/XP, Microsoft PowerPoint 2000, MS Office Word 2003, Adobe Photoshop, File Maker Pro 5.0, Citrix Meta Frame XP, Microsoft Outlook 2003, Outlook Express.