

Joe R. Serrano

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Education/ Certifications/ Memberships

- **Contra Costa College, (CCC)- San Pablo, CA** , A.S. Program/ Architecture
- **JFK University, School Of Management - Walnut Creek, CA, B.S.**
Program/Business Administration
- **JFK University, Institute of Entrepreneurial Leadership** - Advanced Certificate in Entrepreneurship Program
- **Diablo Valley College, (DVC)** - Pleasant Hill CA, Architecture Technology - Certificate of Achievement Program - AutoCAD & Revit
- **Professional Career Development Institute - Atlanta, GA**, Home Inspection
- **HUD Certified 203(K) Consultant** - # SO399
- **HUD Certified HOME Program Specialist** - Regulations
- **Certified California Home Energy Efficient Rater System HERS Rater**
- **Certified Green Building Professional, (CGBP) - Build it Green**
- **Training in and Knowledge of** -Whole House Building Performance, Prevailing wage; Davis Bacon monitoring, Title 24 Part 6, FHA 203K Rehabilitation, Energy Efficient Mortgage, Energy Upgrade California. Moderate computer skills including Excel, Adobe Photoshop, Word, Power Point, Quick Books, Visio, Exactimate, MS Project, GIS and Master Builder 5 & AutoCAD 2019, REVIT,CRA, Redevelopment, Affordable Housing, Public/Private Finance.

Entrepreneurial Achievements

1994-1999 - HOMES BY DESIGN (HBD) - President/Owner: of an organization that provides residential construction administrative, technical management and fund control for residential rehabilitation projects. Assisted in the closing of over \$15 million FHA 203(k) rehabilitation production.

2007 - Current: TENTMAKERS INC. - CEO/Exec.Dir.: of a 501(c) (3) tax exempt organization to assist in the creation of affordable housing and economic development opportunities. CDBG Small Business Loan Program administrator.

2013 - Current : RECYCLED HOUSING INC. - President/Owner: Assist property owners with improving indoor air quality and certified energy improvements as a core component of overall whole house renovation projects. AutoCAD/REVIT designer.

Professional Accomplishments

-**CITY OF RICHMOND**, Workforce Investment Board, (WIP), Board Member, Authored the article "**10 Common Questions of the HUD/FHA 203(k) Program**" published in **Mortgage Originator Magazine**

Public Speaking Accomplishments

Placer's Gold Toastmaster Club - Awards: **Competent Toastmaster (CTM)**, **Advanced Toastmaster - Bronze (ATM-B)**, **Competent Leadership Award (CL)**, **President's Select Distinguished** and **Superior Presidents Award**.

Professional
Experience

2009: Apple One Employment Services - Oakland Housing Authority

Housing Assistance Representative

- Responsible for conducting Housing Choice Voucher (Section 8), recertification interviews for the purpose of determining eligibility and verification of household composition. Assisted in the management of over 11,000 participants.

2001 - 2006: County of Placer Redevelopment Agency (RDA) - Placer County, CA

Senior Redevelopment Specialist

- Marketed the counties housing and economic development programs including CDBG/HOME funded small businesses, FTHB and housing rehabilitation. Provided administrative and technical assistance to projects and programs funded by the Placer County RDA, Site acquisition specialist for affordable housing, redevelopment of property, and assistance to the securing of lending commitments in excess of \$10 million dollars.

1994 - 1999: Homes By Design (HBD) - El Sobrante and Sacramento, CA

President/203(K) Consultant

- Owner and President of HBD, a 203(K) housing rehabilitation consulting firm. Managed projects involving housing inspectors, architects and administrative staff in the production of over 500 residential housing rehabilitation projects; totaling over \$15 million dollars in rehabilitation improvements.

1998 - San Joaquin Housing Authority - Stockton CA

Project Manager (Temporary)

- Assigned to design and complete architectural working drawings for the façade improvements made to Conway Homes in Stockton CA and other public housing units owned and operated by the Housing Authority.

1987 - 1994: City of San Pablo - San Pablo, CA

Housing Rehabilitation Specialist/Housing Coordinator

- Managed the City's Housing Rehabilitation, Dump Voucher and Paint Rebate Programs. Funded with Community Development Block Grant (CDBG) and Redevelopment funds, prepared budgets, loan documents and fiscal reporting and accounting reports.

1986 - 1987: Contra Costa County Housing Authority - Martinez, CA

Contract Construction Inspector

- Contracted to perform on site construction inspections, reporting and as built drawings for the installation of a cold water distribution project for the Contra Costa County Housing Authority for several of their public housing properties.

- 1974-77 United States Vietnam Veteran - USMC, (E-4) - Honorable.

Military Service

