

Ryan Haas

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2431 Tyndell Cir SW #B, Tumwater, WA 98512

Professional Experience

April 2021 - Present

South Puget Intertribal Planning Agency, Shelton, WA – *Administrative and Program Support Assistant*

- Provides administrative and facilities support for 50 employee nonprofit agency
- Facilitate and prepare materials for board meeting
- Performs human resources generalist activities such as reference checks, interviews, and onboarding
- Assist with special projects and perform other duties as assigned

November 2020 - March 2021

U-SNAP-BAC, NPHC, Detroit, MI – *Operations Manager*

- Liaison as point of contact for Detroit residents seeking housing assistance, fielding 100+ weekly calls
- Coordinate educational workshops, registration, and scheduling
- Manage and update Wordpress website, add new pages as needed
- Facilitate the application process and distribution of grant funds for the Neighborhood Impact Program, providing home repair funds for 15 residents annually

October 2019 - November 2020

Arbor Research Collaborative for Health, Ann Arbor, MI – *Project Associate*

- Administered virtual training for international data collection partners
- Assisted in the creation of data collection tool and corresponding manual for a pilot health study
- Coordinated administrative needs, including scheduling and hosting meetings, for several internal departments and external research partners

August 2018 - June 2019

Rebuilding Together Southeast Michigan, Farmington Hills, MI – *AmeriCorps Outreach Coordinator*

- Led all outreach for the organization, including community meetings and events
- Maintained all social media accounts for the organization and drafted monthly newsletter
- Responsible for special projects application process and workflow analysis, including the fielding, acceptance, and admittance of affiliates into the data collection pilot program
- Recruited and managed teams of 5-40 volunteers from corporate and local partner programs

May 2018 - August 2018

United Shore Wholesale Mortgage, Pontiac, MI – *Underwriter II*

- Ensured compliance with paperwork requirements, communicated directly with 15-20 daily clients
- Coordinated the underwriting process and completed risk management action items for 10 loans a day

May 2017 - August 2017

Wayne County Prosecutor's Office, Detroit, MI – *Intern*

- Transcribed interviews for the Sexual Assault Kit Unit, listened to and recorded jail call notes
- Assisted prosecutors by putting together trial binders and other court tasks
- Observed facets of the criminal justice system, including Medical Examiner, State Police, and Probation officers

Education and Training

September 2019-Present

Wayne State University, Detroit, MI – Master's of Public Administration

September 2015 - May 2018

Michigan State University, East Lansing, MI - *B.A, Comparative Cultures and Politics*

September 2014 - May 2015

University of Michigan - Dearborn, Dearborn, MI - *Transferred*

The Fundraising School - Current Affairs Management: Crisis Fundraising

UNIDOS - HUD Housing Counseling Certification Prep: Fair Housing

References

Halie Black - Grants Manager, Oakland Community College

248-660-3382

Chris Perkins - Director of Operations, Rebuilding Together Southeast Michigan

586-741-9974

Anna Hogan - Project Manager, Arbor Research Collaborative for Health

734-665-4108