

# DEV WASLUSKY

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601 E Bethune St, Detroit, MI 48202

Human Capital Management Specialist/Operations & Project Manager/Creative Expert

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## EDUCATION

*Bachelor of Arts, Creative Writing*  
Saginaw Valley State University

## PROFESSIONAL SKILLS

- Copywriting/Editing
- Systems Engineering/Information Technology
- Diversity, Equity & Inclusion Consultation
- Events and Programs Management
- Contract Management
- Human Resources Generalist
- People Management
- Public Relations/Social Media Content Producer
- Customer Service Champion
- Creative Problem Solver

## EXPERIENCE

**Property Manager** January 2020 - Present

*JS Deans & Associates, The Park Shelton, Detroit, MI*

- Operates the day-to-day functions of an historic condominium building, including but not limited to all homeowners association transactions, service orders, technology, and organizational structure of the building.
- Manages the security personnel, maintenance and custodial crew, and the contractors hired for renovations and projects in the building.
- Utilizes a rent management system to generate reports, collect payments, log notes and information, maintain records and history of each owner and tenant, and more.
- Oversees all renovations and improvement efforts in this historic building, communicating with residents and owners on a frequent basis about updates to the projects occurring.

**Event Coordinator/Office Manager** Aug. 2018 - January 2020

*Grand Circus, Detroit, MI*

- Managed multi-level co-working and event spaces servicing over 100 guests daily using organizational, communications and interpersonal skills to galvanize socially enterprising entrepreneurs
- Served as Brand Ambassador as public facing face of organization and liaison for third-party vendors for upkeep and maintenance of facility.
- Collaborated with Accounting and Finance as Accounts Payable Representative, executing contracts for event and coworking space leases managing timely payment.
- Drives and supports the brand within co-working/startup space aiding in scaling business

**Academic Interventionist** Feb. 2017 - June 2018

*Education & Training Connection, Saginaw, MI*

- Provided support and academic counseling using diverse methodology for at-risk high school students, focusing on motivation strategies and positive reinforcement.
- Organized large-scale events for the 500+ students, including a College & Career Fair, graduation and more.
- Supported the entirety of the alternative school, including substituting, office needs, and curriculum production

**Program Facilitator** May 2016 - Aug 2017

*Saginaw Township Parks & Rec., Saginaw, MI*

- Facilitated the creation and implementation of fitness and summer day camp programs, and hiring staff for these roles.
- Managed Point of Sale systems for the facility.
- Marketed programs on social and more, producing organic and non-organic leads.

**Columnist** Oct. 2013 - Dec. 2016

*SVSU, Saginaw, MI*

- Wrote and worked as a columnist for the Valley Vanguard newspaper, producing stories on a weekly basis.

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- Interviewed and researched stories to create engaging content that was often front-page.