

NINA A. CRADDOLPH  
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EDUCATION

Robert S. Rogers High School Graduate, Toledo, Ohio  
Central State University, Wilberforce, Ohio  
Columbus State Community College, Columbus, Ohio  
American Institute of Alternative Medicine (AIAM), Columbus, Ohio

EXPERIENCE

- Program Analyst, Division of Multifamily* January 1999-2017  
U.S. Department of Housing and Urban Development, Columbus, Ohio
- Monitored operation and maintenance of physical assets
  - Prepayment Coordinator, Liaison between Owner, Agent, Lender, Field Staff and Headquarters
  - Reviewed, analyzed and monitored property financials, including budgets, monthly accounting reports, TRN grants, Reserve for Replacement requests, Special Claims and various other required documentation
  - Primary contact for Owners, Management Agents, Agencies, and other interested parties
  - Evaluated additional forms of subsidy and grant applications, alternative funding/financing sources
- File Clerk* January 1997- December 1998  
Park Medical/OSU East, Columbus, Ohio
- Provided administrative support for the hospital: answering telephones, assisting visitors, resolving and referring a range of administrative problems and inquiries, file maintenance, copying and various clerical functions
  - Scheduled and coordinated meetings, interviews, appointments, events and other similar activities
  - Effectively communicated with Physicians and staff
  - Exemplified excellent customer service practices in fast-paced, work environment

Volunteerism

- Founder/CEO*  
The Welcome HOME Foundation  
501(c)(3) Present
- Driving Park North Neighborhood Pride Coordinator*  
in collaboration with The City of Columbus Present
- Driving Park Community Liaison (The KaBOOM Project)*  
in collaboration with Buckeye Community Hope Foundation Present
- Certified First Responder*  
CPR/AED/Choking Present