



Lara McGee

Code Compliance Official

☎ (616) 555-2841 ✉ lara.mcgee@example.com

🌐 linkedin.com/example/laramcgee 📍 Grand Rapids, MI 49503

SUMMARY

Code compliance professional with five years of experience inspecting residential, commercial, rental, vacant, abandoned, and **privately owned properties**. Conducts proactive, routine, and **complaint driven inspections**, investigates property maintenance concerns, and carries cases through re inspections, notices, citations, correction deadlines, and formal proceedings. Applies **Property Maintenance Codes**, housing standards, rental registration requirements, **dangerous building provisions**, and municipal ordinances with consistent judgment. Prepares accurate inspection records, photographs, orders, hearing packets, activity reports, and testimony support. Maintains dependable electronic case files while communicating clearly with owners, tenants, residents, officials, and customers by telephone, mail, and direct contact. Combines field observation, careful documentation, independent case management, and respectful public service to support fair, timely compliance outcomes.

EXPERIENCE

Code Compliance Specialist

Lakeview Community Standards 📅 May 2024 - Present 📍 Grand Rapids, Michigan

Manages an active municipal style caseload across residential, rental, commercial, vacant, and abandoned properties. Plans inspections, applies code provisions, prepares enforcement records, supports hearings, and guides customers through correction requirements.

- Managed residential and commercial cases, aligning inspection timing with complaints, observed conditions, and compliance deadlines.
- Documented **deteriorated surfaces**, accumulated junk, inoperable vehicles, and neglected structures during **property maintenance inspections**.
- Issued notices and citations using photographs, ownership records, inspection notes, and clearly stated correction requirements.
- Prepared hearing packets with inspection chronology, correspondence, photographs, and enforcement documents for municipal official review.
- Explained **Property Maintenance Codes** and **rental registration** requirements through telephone, mail, and direct customer contact.
- Maintained electronic **case records**, **activity reports**, and documented dispositions through final correction or authorized closure.

Property Code Inspector

Westfield Housing Services 📅 January 2023 - April 2024 📍 Kalamazoo, Michigan

Performed rental housing inspections and complaint investigations for residential and **privately owned properties**. Tracked violations through **re inspections**, maintained searchable case records, and supported consistent follow up with owners, residents, and municipal personnel.

- Performed **rental housing inspections** and complaint investigations against adopted interior and exterior maintenance standards.
- Tracked violations through re inspection cycles, documenting correction status and escalating unresolved conditions through established procedures.
- Prepared inspection findings, **notices**, **photographs**, and case notes for residential property review and follow up.
- Monitored vacant structures, documenting changing conditions requiring additional compliance action or municipal referral.
- Answered owner and resident questions about findings, registration requirements, deadlines, and required corrective actions.
- Entered inspection outcomes into case management systems, preserving records for reporting, follow up, and hearings.

Code Enforcement Technician

Harbor Point Neighborhood Services 📅 October 2021 - December 2022 📍 Muskegon, Michigan

STRENGTHS

- 🔍 **Field Investigation**
During complaint visits, connected visible conditions with applicable code provisions and created clear next steps for owners.
- ♥ **Case Documentation**
Hearing preparation became stronger through organized photographs, timelines, notices, and records that officials could review quickly.
- 💬 **Public Communication**
When residents had questions, explained deadlines and registration requirements in plain language, keeping conversations respectful and useful.
- ➦ **Compliance Follow Up**
Re inspection cycles kept cases moving, with correction status documented carefully so unresolved conditions received timely attention.
- ➦ **Independent Judgment**
Handled varied property conditions with steady field judgment, then sought appropriate review when legal questions exceeded assigned scope.

SKILLS

Code compliance

Property inspections

Rental inspections Re inspections

Case management Recordkeeping

Report writing Customer service

Property research

Hearing preparation

Photographic evidence

Rental registration

Ordinance enforcement

Public communication

Testimony support

LANGUAGES

English Native

Spanish Beginner

MY CAREER



● Code Compliance Specialist at Lakeview Community Standards (2.4 Years)

● Property Code Inspector at Westfield Housing Services (1.2 Years)

● Code Enforcement Technician at Harbor Point Neighborhood Services (1.2 Years)

Supported neighborhood code enforcement through field observations, complaint intake, property research, correspondence, and documented follow up. Built practical experience organizing evidence, maintaining files, and communicating general compliance procedures to residents.

- Supported field observations, complaint intake, property research, and follow up for neighborhood maintenance concerns.
- Recorded property conditions with detailed notes and photographs, linking observations to applicable housing provisions.
- Prepared correspondence and **inspection records**, checking addresses, ownership details, deadlines, and case information before issuance.
- Maintained electronic and paper files containing notices, photographs, contacts, and correction history for later review.
- Communicated case status and general procedures by **telephone, mail**, and counter service, routing complex questions appropriately.
- Compiled activity information for periodic reports and hearing preparation, improving evidence organization for supervisor review.

PROJECTS

Municipal Compliance Case Workflow 📅 2026

Improved case continuity by connecting inspection observations, photographs, notices, correction timelines, and hearing materials within organized electronic records.

Rental Inspection Follow Up 📅 2025

Strengthened rental case follow up through clear re inspection notes, customer explanations, registration guidance, and documented correction status.

LEADERSHIP & AWARDS

- Recognized by supervisors for dependable case documentation and accurate preparation of enforcement records.
- Selected to support hearing preparation through organized photographs, correspondence, inspection chronology, and case evidence.
- Trusted with difficult customer conversations requiring clear explanations and consistent application of property standards.

EDUCATION

Associate of Applied Science in Criminal Justice

Grand Rapids Community College 🎓 GPA: 3.5 📅 2021 📍 Grand Rapids, Michigan

Coursework: Criminal law, communications, report writing, investigative procedures

CERTIFICATIONS

- Property Maintenance Code Training 📅 2024
- Municipal Code Enforcement Training 📅 2022

TECHNICAL SKILLS

- **Inspection Systems:** Electronic case systems, inspection records, compliance tracking
- **Property Codes:** Property Maintenance Codes, housing codes, municipal ordinances
- **Rental Compliance:** Rental inspections, rental registration, re inspections
- **Enforcement Records:** Notices, citations, orders, correction records
- **Evidence Collection:** Property photographs, inspection notes, ownership records
- **Hearing Preparation:** Hearing packets, pre trial documents, show cause materials
- **Reporting Tools:** Periodic activity reports, written reports, oral reports
- **Communication Channels:** Telephone, mail, direct contact
- **Case Research:** Property research, ownership verification, case histories
- **Public Service:** Customer guidance, owner communication, resident communication

PROFESSIONAL AFFILIATIONS

- Community standards work reflects a commitment to safe, maintained housing and fair treatment for residents.
- Municipal service interests center on accurate records, respectful communication, and practical compliance outcomes.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST