

# Project Management at Wallick Communities

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## INTRODUCTION

### What is Wallick?

Wallick Communities is a property management company that specializes in owning and managing both affordable housing and senior living communities. We put genuine care, character, and collaboration at the forefront of our mission with the goal of maintaining quality, dignified, equitable housing for some of society's most vulnerable. Based in New Albany, OH, Wallick Communities now own and/or manage over 240 properties across the Midwest.



Image 1: Wallick Communities HQ in New Albany, OH

### Why Wallick Communities?

I initially discovered the posting for a Project Management Intern at Wallick Communities on Indeed, but there were a few reasons why Wallick stood out to me.

- Dedication to improving and giving back to our communities.
- Emphasis on Diversity, Equity, Inclusion, and Belonging in company values.
- Positive and supportive company culture.

## ON THE JOB

### Daily Responsibilities

As part of the project management team, my duties varied greatly and spanned across many areas of the company. My most frequent responsibilities included:

- Create and utilize tools in Smartsheet to track project progression and increase the efficiency of onboarding properties.
- Prepare recurring company insight documentation and meeting agendas for the senior leadership team.
- Clean, compile, filter, and update data within multiple data storage applications.
- Track progress and facilitate monthly updates for 2022 Key Result Area company goals. Prepare documents and progress dashboards for 2023 KRA goals.
- Document the processes of completing various recurring tasks to be easily followed by other associates.
- Assist the IT department in inventorying, organizing, and collecting tech equipment.

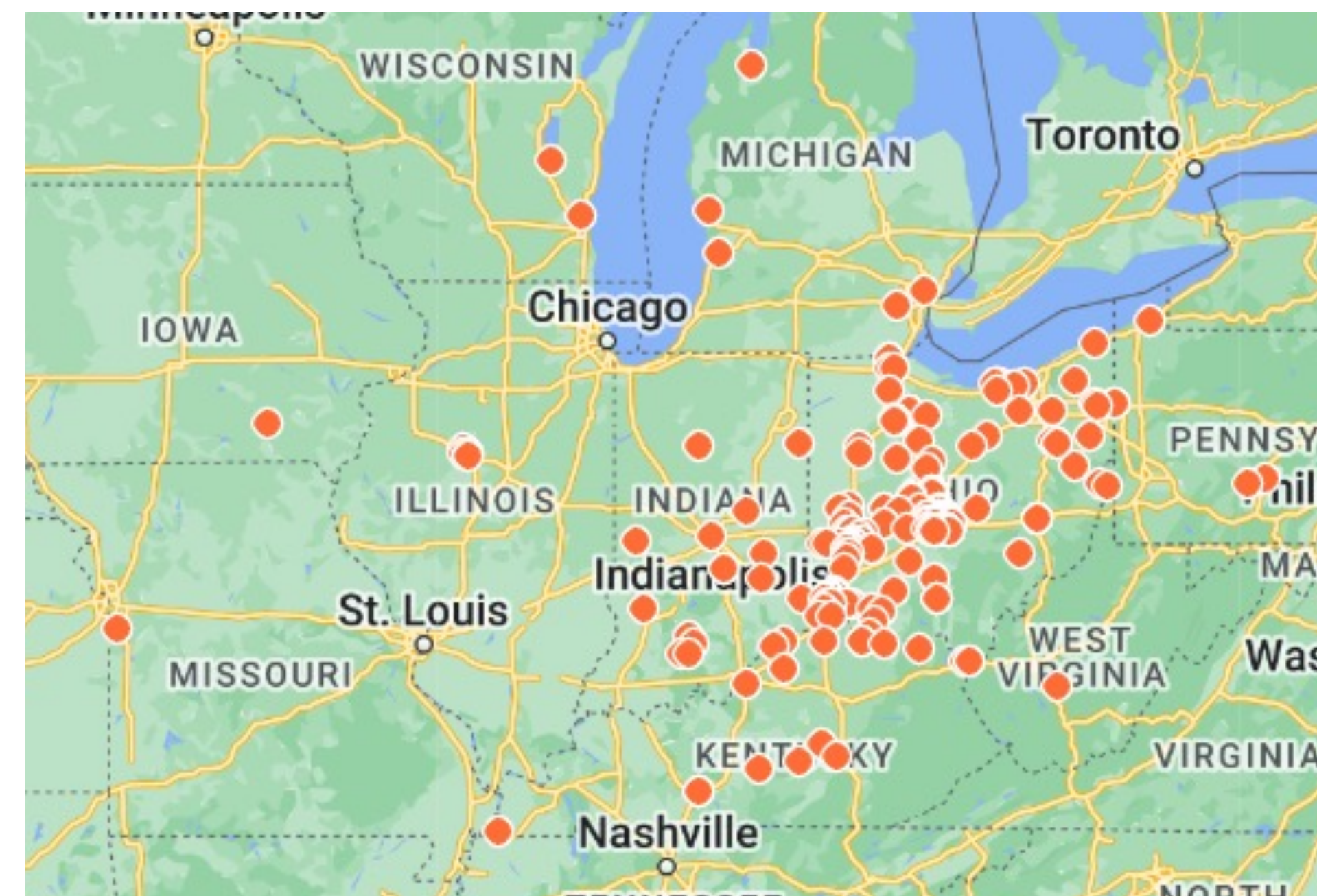


Image 2: Map of Wallick Owned and Managed Properties

### Notable Accomplishments

Throughout my time with Wallick, I have been trusted with projects that I never expected to be given the opportunity to work on. My supervisors pushed me to reach my full potential with projects such as:

- Work with the IT department to inventory Wallick equipment and facilitate a technology recycling initiative that saved the company over \$1 million.
- Synthesize company personnel data to identify former associates with active Microsoft licenses, cell phone plans, or other subscriptions to assist in reducing company costs.
- Visit the Villages at Roll Hill – a large, subsidized community owned by Wallick – to package and deliver over 1,000 bags of donated groceries to the residents.



Image 3: The Villages at Roll Hill located in Cincinnati, OH

### Skills Developed

Because I was, and still am, somewhat unsure of the path I want my career to take, I saw great value in a position such as this with very transferrable skills. Through this experience I developed strong communication, data analysis and Smartsheet skills. I began to curate my project management skills, which will be incredibly valuable in any career, and I also developed an understanding of the property acquisition and management industry.

## REFLECTION

### Wallick and My Future

I am still curious about many different industries, although I am particularly interested in careers related sustainable fashion.

My project management experience at Wallick will be incredibly beneficial no matter what career path I choose because I am sure to encounter projects in my future. I have already begun to apply these skills to projects this semester and will do so with any future endeavors.

I currently still work for Wallick and hope to stay until my graduation in the spring at the least.

### Recommendations

If you are interested in a career with Wallick or property management, here is what I learned:

- Be well versed in Microsoft Word and Excel.
- Have a strong understanding of website/database navigation.
- Be honest about what you do and don't know; Try to strengthen lacking skills once you start.



Image 4: Art featuring Wallick's mission statement at HQ

## ACKNOWLEDGEMENTS

I want to thank my supervisor, Jessica Dixon, for granting me the opportunity to intern with Wallick and for helping me develop with such patience and support. I would also like to thank my teammates, Alanis and Woody, for welcoming me with open arms as I navigate the world of property management.



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