



JUSTIN MACABENTA
ADMINISTRATIVE ASSISTANT

CURRENT ROLES AND RESPONSIBILITIES

BEACON DEVELOPMENT GROUP (Jul 2019-present)
Administrative Assistant

Justin assists and supports California development team in all aspects of project development planning to close out, client reporting, and document management. Provide HumanGood Affordable Housing team with operations and compliance support.

PAST PROFESSIONAL EXPERIENCE

KAISER PERMANENTE (Oct 2018-Jun 2019)
Project Coordinator

Justin supported physician leaders and Case Management Institute evidence analysts with National Guidelines maintenance. His duties included managing regional stakeholder approval processes on proposed guideline changes and tracking project progress milestones.

STANFORD HEALTHCARE (Oct 2016-Oct 2018)
Operations Support Program and Project Coordinator

Justin coordinated cross-department program and project plans for process improvement and managed ongoing tasks and schedule. Managed project documentation and maintained communication with team and key stakeholders. Involved with successfully planning and developing new donation center building to expand organization reach in the South Bay.

Operations Support Specialist

Provide support to operations team with improvement project processes. Monitored required medical equipment calibrations and preventative maintenance schedules. Process validation plans on new and repaired equipment.



REPRESENTATIVE PROJECTS

FREDRICK DOUGLAS HAYNES GARDENS, San Francisco, CA
HumanGood Affordable Housing 104-unit apartments to be rehabilitated for low income families.

CASTLE ARGYLE, Los Angeles, CA
HumanGood Affordable Housing 98-unit apartments to be rehabilitated for low income seniors.

EDUCATION & COMMUNITY ENGAGEMENT

KELLER GRADUATE SCHOOL OF MANAGEMENT: Master of Project Management, 2018

SAN JOSE STATE UNIVERSITY: Bachelor of Science, Health Science, 2014

THE NATIONAL CENTER FOR HOUSING MANAGEMENT: Certified Occupancy Specialist