

Innovative bilingual property manager skilled at serving luxury high-rise condominiums and large multi-use property budgets. Adept at establishing and maintaining relationships with third-party vendors ensuring proper maintenance of real estate. Thirteen years' experience as a Licensed Community Association Manager. **Areas of Expertise include:**

- Budgeting
- Contract Negotiations
- Staff Development
- Vendor Management
- Relationship Building
- Property Management
- Remediation Projects
- Project Management
- Conflict Resolution

## Professional Experience

**Resource Property Management, Inc. • Clearwater Beach and Largo, FL • 2018 - Present**  
*On site multi-building luxury waterfront properties.*

### COMMUNITY ASSOCIATION MANAGER

Currently the on-site manager for a luxury waterfront high-rise property on Clearwater Beach consisting of two buildings, 200 units, 38 townhomes, and a 65-boat slip marina.

For a two year period, daily on-site management duties for the condominium properties consisting of 56 acres, 10 Associations and a Master Association, 11 Har-Tru clay tennis courts and a revenue generating Tennis Club, 19 ponds / lakes, two pool clubhouses, a 32 boat slip marina, and a restaurant.

#### Key Accomplishments:

- Thorough vetting and supervision of vendors particularly landscaping and pond maintenance.
- Management of engineering projects encountered with tennis court clay drainage, preservation of the marina, mangrove conservation, and seawall repairs.
- Assist board of directors for seven of the associations and the Master association by preparing minutes, RFP's, reports and financials for their review.

**Greenacre Properties, Inc. • Tampa, FL • 2014 - 2018**  
*On site multi-use high-rise property.*

### COMMUNITY ASSOCIATION MANAGER

Perform daily operational duties for the condominium property that includes residences, offices, retail stores and restaurants that includes managing a \$6-\$8 million budget, responding to resident needs and board directives.

#### Key Accomplishments:

- Review and negotiate bids for various repairs on the buildings and equipment to ensure the property is maintained well.
- Assist board of directors by preparing minutes, RFP's, reports and financials for their review.
- Interact with and resolve problems for residents and guests. Maintain a friendly, safe, and trustworthy environment.
- Train staff and other Community Association Managers in processes to ensure smooth daily operations.

**Casa Del Mar Condominium Association • Key Biscayne, FL • 2007 - 2014**  
*On site Luxury beachfront high-rise community.*

### COMMUNITY ASSOCIATION MANAGER

Oversaw projects such as mold remediation, re-roofs, AC unit replacements and other restoration. Directed staff of 26 people in daily duties and maintained relationships with vendors.

#### Key Accomplishments:

- Prepared budgets, RFP's and financial reports for the Board meetings as well as board meeting minutes.
- Learned how building equipment worked and studied building codes to ensure property ran well and was in compliance.

- Oversaw numerous construction and remodeling projects. Empowered employees to perform at their best.
- Led project for the 40-year Code recertification process required of 40-year-old building that spanned multiple years and involved numerous engineers and contractors.

**Broker • Miami, FL • 2004 - 2007**

*Self-employed Real Estate Broker.*

#### **REALTOR**

Worked closely with clients to establish needs regarding real estate purchases and sales. Conduct thorough real estate market research to stay current with housing trends.

#### **Key Accomplishments:**

- Conducted needs assessments to determine clients' needs, using data to make sale or purchase recommendations.

**Massage Therapist/Fitness Training**, AthleteMassage.com, Miami, FL, 2001 – 2007

**Deputy Sherriff**, Miami Dade Police Department, Miami, FL, 1995 – 2003

**Medic**, U.S. Army 82<sup>nd</sup> Airborne Division, 1991 – 1994

### **Education & Training**

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CAI – AMS designation, CAMICB – CMCA Designation – R.E. Broker/Mortgage Broker/CAM, Gold Coast Schools of R.E,  
Law Enforcement Academy, Miami Dade College – Massage Therapy, Florida College of Natural Health