

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.

AREA SUPERVISOR / COMMUNITY ASSOCIATION MANAGER

Assigned to troubleshoot and evaluate situations with clients and managers that require guidance and adjustments to the account. Meet with Board members, vendors, and clients to reach amicable solutions to difficult problems. Organize plans for action to reach resolutions.

Simultaneously 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 82nd Airborne Division, 1991 – 1994

Education & Training

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