

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. Twelve years' experience as a Licensed Community Association Manager **Areas of Expertise include:**

- Financial / Fiscal Budgeting
- Contract Negotiations - RFPs
- Staff Development
- Report-Incident Writing
- Relationship Building
- Multi-Use Property Management
- Strategic Planning
- Project Management
- Remediation Projects

## Professional Experience

**Resource Property Management, Inc. • Largo, FL • 2018–Present - On site multi-building waterfront property**

### COMMUNITY ASSOCIATION MANAGER

Daily 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.

**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 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.

**Real Estate Broker, Miami, FL 2004 – 2007 / Massage Therapist/Fitness Training, 2001 – 2007**

**Deputy Sherriff, MDPD Miami, FL 1995 – 2003 / Medic, U.S. Army, 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, U.S. Military