Community Association Manager

ROBERT SMITH

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Objective

Preparing yearly fiscal budgets for all properties, purchasing and ordering supplies. Coordinating vendor drop offs, work orders, and handling owner disputes.

Skills

Leadership, Budgeting, Customer Service.

Work Experience

Community Association Manager

ABC Corporation - February 2011 – August 2014

- Anticipating, analyzing and interpreting opinions, attitudes and situations that impact the operations and wellbeing of the community and 272 condo units.
- Responsible for day-to-day management of 22 buildings, common areas, clubhouse, maintenance activities, landscaping, and recreational areas such as the pool, spa, tennis courts, basketball court, gym, dog park, gate.
- Maintaining communication and organization between the board, owners, staff, tenants and vendors.
- Planning and implementing efforts of improvement for the betterment the community on behalf of the association.
- Responsible for the financial obligations of the Association, legal obligations, staffing needs, safety of the property and all activities required by the association Documents, Florida Statute 718 and the Board of Directors.
- Coordinate and attend all Board Meetings, including annual elections and budget meetings.
- Perform Notary services, background checks and interviews.

Community Association Manager

Vanderbilt Community Association - 2007 – 2011

- Oversee operations of Waterford @ Vanderbilt Condominium Association (240 residents) and Wedgewood @ Vanderbilt Condominium Association (338 residents).
- Prepare six (6) budgets worth over $ 1.5 million.
- Continue Education credits for state Community Association Manager License (CAM).
- Assures that residents are provided customer service that will exceed their expectations.
- Staff liaison to the Architectural Review Committee and the Common Grounds and Facilities Committee.
- Have key relationships with all vendors especially landscaper Mainscape, Inc., Board Presidents from Waterford and Wedgewood Associations, and the Clubhouse Maintenance Supervisor.
- Assist the General Manager with operations of Vanderbilt Community Association and the Vanderbilt Community Association Board of Directors..

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Education

Management & Supervision - (Broward College - Fort Lauderdale, FL)

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