

# **CHARLOTTE HARRIS**

Community Association Manager

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## PROFESSIONAL SUMMARY

Proficient Community Association Manager with two years of experience in effectively managing residential properties. Skilled in financial oversight, resident engagement, and vendor coordination, I strive to create a positive community atmosphere. My focus on communication and operational efficiency ensures that residents' needs are met while enhancing overall satisfaction.

## WORK EXPERIENCE

## Community Association Manager

Mar / 2024-Ongoing

WidgetWorks Inc.

■ Denver, CO

- 1. Manage daily operations, maintenance, and administration of residential properties to ensure optimal functionality.
- 2. Plan and coordinate maintenance and improvement projects, ensuring timely completion and adherence to budgets.
- 3. Direct collection of assessments and manage financial obligations, including insurance and operating expenses.
- 4. Conduct regular inspections of properties to identify and address maintenance needs proactively.
- 5. Serve as the primary liaison between residents and the board, fostering strong community relations.
- 6. Market available units and manage tenant inquiries, providing exceptional customer service.
- 7. Prepare financial reports and budgets, ensuring transparency and accuracy in reporting.

## 

Cactus Creek Solutions

- 1. Acted as on-site manager for multiple condominium associations, overseeing operational budgets and community activities.
- 2. Prepared and maintained detailed financial reports, enhancing budget management and fiscal accountability.
- 3. Coordinated maintenance and improvement projects, ensuring compliance with safety regulations and community standards.
- 4. Processed association payables and maintained official records, ensuring timely payments and accurate documentation.
- 5. Provided monthly financial insights, optimizing investment strategies for community funds.
- 6. Ensured compliance with all insurance, licensing, and inspection requirements for community facilities.

## **EDUCATION**

## Bachelor of Science in Business Administration

Mar /

University of Florida

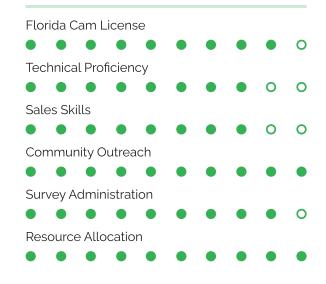
F Phoenix, AZ

Mar /

2023

Focused on management principles and organizational behavior.

## **SKILLS**



#### **INTERESTS**



## **STRENGTHS**

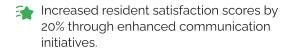


## **LANGUAGES**



## **ACHIEVEMENTS**

Successfully reduced operating costs by 15% through strategic vendor negotiations.



Streamlined maintenance processes, resulting in a 30% reduction in response time to service requests.