

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  Denver, CO
WidgetWorks Inc.

- 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.

COMMUNITY ASSOCIATION MANAGER  Mar / 2023-Mar / 2024  Phoenix, AZ
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 / 2022 - Mar / 2023  Phoenix, AZ
University of Florida
Focused on management principles and organizational behavior.

SKILLS

Florida Cam License

Technical Proficiency

Sales Skills

Community Outreach

Survey Administration

Resource Allocation

INTERESTS


 Gaming


 Fashion


 Film


 Technology

STRENGTHS

 Fairness

 Flexibility

 Forward-thinking

 Gratitude

LANGUAGES



English



Arabic



German

ACHIEVEMENTS

- ★ Successfully reduced operating costs by 15% through strategic vendor negotiations.
- ★ Increased resident satisfaction scores by 20% through enhanced communication initiatives.
- ★ Streamlined maintenance processes, resulting in a 30% reduction in response time to service requests.