

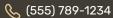
Patricia Smith

Community Association

Manager



CONTACT



patricia.smith@email.com

Orlando, FL



🙀 EDUCATION

Bachelor of Science in Business Administration

University of Central Florida, Orlando, FL

2014

Certifications

- Certified Manager of Community Associations (CMCA) – Earned June 2022
- Florida Real Estate License Earned September 2020



LinkedIn: /in/patriciasmith



PROFESSIONAL SUMMARY

Highly organized and results-driven Community Association Manager with 10+ years of experience managing residential and commercial properties. Adept at overseeing budgets, coordinating with vendors, and maintaining compliance with regulations. Skilled in fostering positive relationships with residents and board members to enhance community satisfaction and property value.



EXPERIENCE

Community Association Manager

2018 - Now

Sunrise Property Management, Orlando, FL

- Manage day-to-day operations for five homeowners' associations comprising 1,200+ units.
- Develop and monitor annual budgets totaling \$5M across multiple associations, achieving a 12% reduction in expenditures.
- Oversee property maintenance, vendor contracts, and compliance with state regulations.
- Act as the primary liaison between the HOA board and residents, resolving disputes and addressing concerns.

Property Manager

2015 - 2018

Pinewood Residences, Tampa, FL

- Supervised a 300-unit apartment complex, ensuring compliance with lease agreements and local ordinances.
- Conducted property inspections and coordinated upgrades, increasing resident retention by 25%.
- Managed vendor relationships to secure cost-effective agreements.
- Provided detailed financial reports to stakeholders, ensuring transparency and accountability.



SKILLS

Budget Management	****
Vendor Negotiation	****
HOA Regulation Compliance	****
Conflict Resolution	****
Leadership	****
Proficient in Yardi Property Management Software, AppFolio, and Microsoft Excel.	****

Experienced in using property maintenance tracking tools for streamlined operations.

