






# Patricia Smith

Community Association  
Manager

## CONTACT

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 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

## LINKS

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.	★★★★★