

Jane Wilson

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Licensed Property Management Professional
Realtor – State of XXX
Community Association Manager – State of XXX

Summary

Property Manager / Licensed Realtor with more than 20 years of experience managing five-star properties, including maintenance management, budget administration, contract negotiation, and vendor relations.

Professional Experience

Property Manager, XYZ Homeowners' Association, City, ST 1992 to Present

- **Reduced annual operating costs 15 percent by negotiating contract with new service provider**
- **Saved \$150,000 annually by outsourcing maintenance and cleaning functions to third party provider**

Duties:

- Manage 12 employees and all facets of operation and administration of a 5-star resort comprised of 350 units, 2 recreational buildings, 4 laundry facilities, showers, exercise room, storage units, and workshop
- Oversee maintenance and upkeep of private and public aspects of property, including facilities, wastewater treatment, and vendor/supplier relationships
- Manage employees engaged in maintenance and repair of air conditioning systems, electrical, plumbing, carpentry, roofing, and concrete work

Property Manager, XXX Condominiums, City, ST 1985 to 1992

- **Reduced operating costs 10% by effectively negotiating with two major service providers to win more favorable contracts**
- **Improved occupancy rate from 80% to 97% by improving property's appearance and adding additional landscaping**
- **Eliminated the need for two office clerks by streamlining certain office procedures, saving employer \$80,000 annually in labor costs**

Duties:

- Managed 8 employees and all facets of operation and administration of an upscale, 180-unit condominium complex, 10 laundry facilities, one clubhouse, two exercise rooms, and 30 storage units
- Closely supervised maintenance and repair operations, accounting and recordkeeping functions

Other Experience

Operations and Sales Manager, Company Name, City, ST	1983 - 1985
Owner/Operations Manager, XXX Landscaping, City, ST	1980 - 1983
Realtor, XXX Company, City, ST	1970 - 1980

Education

B.A., Accounting, XXX University, City, ST, *summa cum laude*