

TERESA SCHOFIELD

LCAM, CMCA, AMS

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PROFESSIONAL OBJECTIVE:

A long-term position where my Community Association Management, Business and Property Management experience can be fully utilized.

SUMMARY OF QUALIFICATIONS:

- Eight years association management with working knowledge of Florida Statutes.
- Primary duties include: Maintaining the community to the highest standards, scheduling maintenance, managing contractors, pre-construction and post construction inspections, budget creation and facilitation. Responsible for the communications between the Board members, staff, vendors and local government. Assist all Board members in preparing for board meetings.
- Fourteen years residential and commercial Property Management.
- Possesses well-developed leadership, planning and organizational skills. Articulate, results oriented; works well independently or as a team member; able to perform effectively in demanding time sensitive situations.

PROFESSIONAL EXPERIENCE:

08/2017 to Present

OAK FORREST CONDOMINIUM ASSOCIATION

On-site Manager for a 22 building condominium community with a 1.1 million dollar operating budget and a seven hundred thousand dollar restricted reserve. Overseer of the day-to-day operations including accounts payables, receivables, community inspections, facility maintenance and resident complaints. Maintains records for all owners and Association documents according to Florida Statutes. Primary liaison for hurricane preparedness, clean-up and updating the community on hurricane and operational status. Attends all Board meetings with full preparation of agenda documents. Works with Treasurer and Association accountant for annual budget creation. Collects and record all assessments and pursues all delinquent accounts with Association attorney. Project manager for Association with direct responsibility for monitoring work performance and compliance with RFP's. Major Projects include: 879 linear feet of Cedar fascia replacement, construction of 6 pump houses, and replacement of hundreds of liner feet of irrigation lines. Cultivates and preserves good working relations with association members, board members and staff. Maintains exceptional relations with vendors to achieve best services for the best price.

08/2014 to 10/2015

HAMMOCK'S CAPE HAZE ASSOCIATIONS

On-site General Manager for Hammock's Master Association, Hammock's Preserve Association and Villa Condominium Associations - A Luxury Lifestyle Living Community located in Placida, FL. Primary responsibilities included: Developer turnover. Assisted the master association in the purchase of the remaining building lots for green space. Represented all three associations in soliciting, analyzing and comparing bids, negotiated contracts, monitored contractor performance and efficiency according to contracts. Managed Association staff with daily meetings. Monitored housekeeping and maintenance employees, performed weekly inspections of 13 Preserve buildings with elevators and under building garages. Maintained 7 Villa buildings, clubhouse, pool, dock and fitness center. Managed a seven month painting and restoration project for 13 four story buildings. Project manager for new gutter installation on 20 buildings to include a lift for the high-rise buildings. Worked with SWFTMD for the preserve area to include the preservation of all mangroves. Attended regular, annual and special board meetings with elections. Handled all resident concerns and addressed all Board issues in a timely manner. Pursued enforcement of rules and regulations per Florida statutes and governing documents. Maintained all record keeping for the associations and owners. Assisted all out of town owners with concerns or needs. Assisted in \$2 million budget preparation, taxes, and audits. Maintained fiscal responsibility for annual budget while preparing for future needs.

02/2010 to 09/2014

QUAIL'S RUN CONDOMINIUM ASSOCIATION

On-site Condominium Association Manager for Quail's Run, a 55+ community with a \$1 million budget located in Englewood, FL. Responsible for all renovations of a 27 building, condominium complex. Renovations included major roofing project with the use of a crane to remove all roof top A/C units. Managed painting project for 27 buildings. Renovated over 50% of cast iron pipes located in buildings. Asphalt repair to main roads as well as the parking lots. Pool renovation. Creative balcony repair instead of replacement which resulted in a large savings to the community.

03/1997 to 05/2009

ZND PROPERTIES

Owner/Manager for ZND Properties and Orchard Hill Racquet and Fitness Club. Primary responsibilities included purchasing and renovations of all properties. Maintained customer relations and membership of the club. Assisted all customers with their rental needs, performed background checks, managed all move in and move out inspections to ensure the quickest turnaround of units. Utilized materials to reduce waste and maximize profits for each unit. Outstanding attention to detail while managing multiple properties.

08/1986 to 08/1991

UNITED STATES ARMY

(Active Duty)

Worked in a state of the art, secure, joint intelligence facility with time sensitive information. Possessed a Top Secret Security Clearance with Secret Compartmental Information.

EDUCATION:

LCAM - Licensed Community Association Manager – CAM37194

CMCA -Certified Community Association Manager

AMS - Association Manager Specialist

Licensed Realtor – SL3343018

Approximately 60 credits with Univ. of Maryland