**PROFESSIONAL SUMMARY**
Experienced Community Management Consultant specializing in high-end oceanfront development including master planned homeowner associations and tower condominium associations.

**MANAGEMENT & ADMINISTRATION**
“*Determine that the thing can and shall be done and then…find the way.” ~ Abraham Lincoln*

* Development and implementation of multiple-year capital maintenance plan including successful oversight of multi-million-dollar capital projects.
* Shoreline and coastal/beach management authority with significant project management experience of multiple dune renourishment projects. Successful FDEP permitting execution and close-out. FDEP Grant writing experience.
* Emergency operations specialist involving disaster preplanning, named storm hurricane preparation, and post hurricane recovery.
* Financial planning and management of community operating budgets and reserve analysis.
* Strategic Planning consultant incorporating SWOT review and strategic initiatives.
* Communications coordinator with experience in several platforms.
* Committee member focusing on relationships and team cohesion.
* Daily interaction with community property owners, real estate professionals, developers, attorneys, financial advisors, and contractors.

**CUSTOMER SERVICE & COMMUNICATION**Core values include honesty, integrity, loyalty, and kindness.

* Open and clear communication. Timely response and follow-up is the cornerstone with community management.
* Excellent writing foundation with a skill set in many styles.
* Leadership in Board or Committee settings.

**PROFESSIONAL HISTORY**
Assistant Director of Admissions, Florida Southern College, Lakeland, FL 2002-2005
Senior Community Management Consultant, Southern States Management Group, 2005-Present
Licensed Community Association Manager, 2005-Present

**EDUCATION**
Florida State University, BS 2001 Mass Communication

**COMMUNITY INVOLVEMENT**
First United Methodist Church of Ormond Beach

* Board of Trustees Member, Completed a Two-Year Term
* Renovation Team Member
* SAFE TEAM Committee Member
* Executive Director of 2024 Capital Campaign

Ormond Beach Chamber of Commerce

* 2019 Graduate of Leadership Class XVI, Ormond Beach Chamber of Commerce