



# CHRISTINA WHITNEY

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## SUMMARY

Seasoned Property Manager and Club Director for HOA /Condo Communities. Provides excellent service in management, effective customer service, focused, reliable, multi-task-oriented, strategic work ethics and client relationship management. CAM license 22603

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## SKILLS

Proficiency in First Service: Connect, Camaccounting, Avid \* Excel  
Exchange, Welcome Link and ADP. \* Word  
\* Quickbooks

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## PROFESSIONAL EXPERIENCE

**Club Director and Property Manager** / First Service Residential - Miami, Florida

09/2012 - Current

- Club Director at Isles at Bayshore Clubhouse owned by the Community Development District (CDD) from 2012 - 2018.
- Duties included but not limited to the daily operation and maintenance of the clubhouse pool, gym, facility, front desk staff, maintenance personnel and working closely with all vendors.
- All clubhouse events for the members of the community and class scheduling of activities.

Property Manager:

- Demonstrate a positive, professional and client-oriented attitude with residents, owners, clients and work diligently to meet Board of Directors expectations.
  - Preparing the annual budget for the association and conduct annual election meetings,
  - Conduct monthly Board meetings to include all proposals, recommendations, financial statements and updates on all current projects with vendors.
  - Maintain complete and accurate property files and records on the First Service Connect.
  - Maintains current knowledge of state and regulatory agency statutes and each client's community documents, policies, and procedures.
  - Maintain a professional relationship with the BOD, Unit Owners, and vendors.
  - Organizes time effectively and successfully balances the competing demands of multiple projects.
  - Oversea violations, work orders, architectural control applications, lease applications, and sale applications regularly on a monthly basis.
  - Monitoring aging report, timely legal action, and updated collection reports.
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## EDUCATION AND TRAINING

Middlesex County College - Edison, NJ  
Business and Administration

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## **ASSOCIATIONS MANAGED**

Isles at Bayshore Master Association (2,294 units)

Isles at Bayshore Clubhouse (6,000 members)

Cove at Isles at Bayshore Association (269 Townhomes)

Breakers at Isles at Bayshore Association (97 Homes)

Reserve at Isles at Bayshore Association (98 Homes)

Trellis at Bayshore Association (159 Townhomes)

Villas at the Hammocks Condo Association (114 units)