

Monica Albright

COMMUNITY ASSOCIATION MANAGER

Orlando, FL • (407) 555-0164 • monica.albright@email.com • linkedin.com/in/monicaalbright

Summary

Licensed Florida community association manager with 5 years serving HOA and condominium boards, now managing 6 associations with 1,180 homes. Strong in budgeting, financial management and vendor management, with every association closing 2025 on or under budget. Organized, proactive and calm in board meetings, with clear written and verbal communication.

Skills

- Budgeting
- Financial Management
- Vendor Management
- Excel
- Word
- Outlook
- Customer Service
- Verbal and Written Communication Skills
- Time Management
- Leadership

Experience

Community Association Manager

01/2023 - Present

Lakeside Association Services

Orlando, FL

Manage a portfolio of HOA and condominium associations for a local management firm.

- Manage 6 associations with **1,180** homes, attending 70+ board and annual meetings a year.
- Draft annual budgets and reserve schedules with treasurers, closing every 2025 budget on or under plan.
- Handle vendor management for landscaping, pools and gates, rebidding 9 contracts and saving \$112K a year.
- Enforce architectural and covenant rules through 400+ inspections a year, sending violation letters within 5 days.

Assistant Community Association Manager

06/2021 - 12/2022

Sunrail Community Management

Winter Park, FL

Supported 4 portfolio managers at a 30-association firm.

- Prepared board packets, minutes and monthly financial statements in Word and Excel for **12** associations.
- Answered 150+ homeowner calls and Outlook emails a week with patient customer service.
- Tracked 300 work orders and insurance renewals in a shared calendar, missing no renewal deadlines.

Front Desk Concierge

08/2020 - 05/2021

Baldwin Park Condominiums

Orlando, FL

Part-time concierge at a 210-unit condominium building.

- Logged **60+** packages and visitor entries daily and reported building issues to the manager.
- Issued amenity access fobs for 210 units and updated owner records in the office database.
- Recorded guest parking passes each night and flagged repeat violations to the association manager.

Education

Bachelor of Science

05/2020

University of Central Florida

Orlando, FL

Hospitality Management

Certificates

Community Association Manager (CAM) License

Florida Department of Business and Professional Regulation

05/2021

Certified Manager of Community Associations (CMCA)

Community Association Managers International Certification Board

04/2023