

## **Al Marrero**

474 Plover Avenue  
Miami Springs, FL 33166  
305.807.2999  
[almarrero@live.com](mailto:almarrero@live.com)

## **Professional Goals**

*To create value for client(s) with the highest level of expertise, professionalism and service while enhancing my knowledge and experience in the Community Association Management Industry.*

## **Summary of Qualifications**

- State of Florida Community Association Manager Licensee; **LCAM. Eight (8) years, Commercial Real Estate Management (4) years.**
- Achieved **Association Management Specialist; AMS:** Designation Community Association Institute.
- Attained **Certified Manager of Community Associations; CMCA:** NBC-CAM: National Board of Community Association Managers.
- **Professional Community Association Manager; PCAM: Candidate.**
- Accredited **Registered Property Manager; RPM:** Designation. Commercial Real Estate Management.
- Completed Allied Professional Property Manager Certification; Recognized Real Estate Discipline.
- Common Interest Development Workshops; IREM: Institute of Real Estate Management.
- Successfully consummated Guide for Association Practitioners in Risk Management, Developer Transition, Accounting, Alternative Dispute Resolution, Drafting Rules, Reserve Funding, Preventative Maintenance, Building Operation Efficiency, Energy Management, Common Area Maintenance, and Committees.
- Tops Software License Holder; Property Management Accounting Systems.
- Continental Connect; Software Designed for Condo/HOA's Experienced.
- Handled all aspects of maintenance with in-house and vendors effectively.
- Knowledge in Preventative Maintenance/Repair in A/C Chiller Systems, Electrical, Plumbing, Cooling Towers, Boilers, Elevators, Carpentry, Roofing, Fountains, Security, Valet, Structural, and Lifestyle Components.
- Know-how in Weekly, Monthly, and Seasonal Financial Planning and Financial Reporting; Practice in Annual Budgeting and implemented Fiscal Policy.
- Executed Policies/Procedures Manual for Condo/HOA's, Developer Transitions/Turnovers, Staff, Covenant, Conditions & Restriction's, Architectural and Design Covenants.
- Business and Leadership Workshops in Real Estate Management, Implemented Education/Communication Programs for Board of Directors, Members, Vendors and Staff.
- Knowledgeable in Asset Cash Balances and availability of Funds for Projects and Cash flow management for Capital Improvements.

## **Professional Experience**

### **Community Association Manager**

Brickell Vista Condominium Association, Inc.  
Miami, FL

July 2009 through Dec 2009

Reduced the Brickell Vista's operating expenses by 35K (thirty-five thousand dollars) within (3) three months of employment. Slashed Assessment Receivables by 20% within (90) ninety days. Created the BV's Steering Committee, Floor Captains and Fining Procedures subsequent Pet(s) violations were decreased by 85% within several months. Created maintenance plan and procedures for the Brickell Vista which provided information regarding the actual condition of the building and enhanced substantially the appearance and esthetics of the building. Developed and Implemented Assessment Collection Policies according to State Statues to effectively collect on Delinquencies. Handled successfully Collection Calls, Demand Letters, and Lawsuits for Money, Assessment Liens, Foreclosing Assessment Liens and Appointing Receivers. Available to board members for consultation(s) during off-peak hours. On-call 24/7.

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### **Community Association Manager**

June 2007 through June 2009

Sterling Management Services  
*Sunny Isles Beach, FL*

Created management report's, which depicted the actual condition of the building, reported progress of specific projects and made clear and concise recommendations. Manage a staff of 30+ employees included maintenance, valet, security, cleaning, and concierge. Negotiated contracts structural, waterproofing, resurfacing of pavements, landscaping, chillers, boilers, elevators and cooling towers. Developer/association turnover; strong working knowledge of community association principles and practices. Uncanny ability to understand and construe financial statements and prepare budgets and financial reports. Handled read, analyzed, and interpret technical procedures. Strong working knowledge of customer service principles and practices. Read, analyzed, and interpreted technical procedures, leases, regulations and documents with a degree's of complexity. On-call 24/7.

### **Commercial/Community Association Manager**

January 2000 through February 2006

Beaconlight Management Group  
*Miami, FL*

Handled property management and maintenance programs for commercial and residential associations, and real estate developers. Including administrative, financial-accounting, and maintenances services. Provided services to apartment buildings, town homes, high-rise buildings, villas, cooperative units, and unit weeks. Developed a time keeping labor cost system used by contractors to maintain performance and schedule within budget. Selected most appropriate maintenance system at reasonable cost for client(s). Prepared bid comparison analysis and RFP for bid solicitation Request for Proposal with scope of work detailed. Processed violations, work orders, architectural control applications and close them out. Monitored deficit funding and surplus and rollover. Handled inspections of Association property with recommendations for repairs, improvements and cost saving measures. On-call 24/7.

## **Education**

Bachelors Degree in Finance and Business Administration  
*Florida International University*  
*Miami, FL*