

**CLIFTON RAWNSLEY JR**

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**(CAREER OBJECTIVE)**

To bring my many years of business and marketing experience to the property management field, and further my career as a CAM professional.

**RELEVANT SKILLS & WORK HISTORY****HOME TOWER CONDOMINIUM (2/09 - CURRENT ~ SECRETARY & TREASURER)**

- \*Appointed by the Board of Directors to serve as Secretary & Treasurer
- \*Handled a variety of condo issues including: insurance renewal, overseeing capital improvement projects such as structural upgrades, pool restoration, water pump replacements, roofing and the 40-year inspection
- \*Organized meetings, prepared minutes, oversaw the process of recalling board members, and attended to various matters such as parking, code violations and health and safety issues
- \*Managed issues related to foreclosures, REO's, leasing violations and delinquencies
- \*Formed a special committee to oversee a construction project with the City of Hollywood
- \*Reviewed operating account and reserves to determine future assessments and operating budgets
- \*Ensured association was meeting its fiduciary responsibilities in regards to FS Chapter 718

**REAL WORLD AUDIO TRAINING CENTERS (4/06 ~ MARKETING DIRECTOR)**

- \*Conduct students through enrollment process, from admissions; financing to job placement
- \*Developed syllabus, supervised educational instructors and students to maintain program continuity
- \*Successfully created marketing campaign and increased student enrollments by 45%
- \*Wrote Ad copy for direct mail / SEO / Web & Email branding Campaigns
- \*Coordinated special events for trade shows to increase visibility and establish industry relations
- \*Created a (Hands-On) training program that effectively expedites the learning curve

**GOLDEN ISLES TENNIS FACILITY (2/04 - 3/06 ~ PROPERTY MANAGER)**

- \*Implemented policy and procedures for staff managers and instructors
- \*Coordinated daily activities and assisted in tournament promotions

- \*Grounds Keeping and maintenance supervision of clubhouse facility and tennis courts
- \*Payroll, scheduling, book keeping and accounting, customer service
- \*Processing vendor invoices and maintaining banking and operating account
- \*Maintained all city licensing and code enforcements, insurance and liability policies
- \*Enhanced public awareness by posting helpful signage, community bulletin board and security camera's

**SUNFLOWER STUDIOS (7/95 - 2/04 ~ FOUNDER, OPERATIONS MANAGER)**

- \*Founded successful commercial audio production facility in Downtown Hollywood
- \*Managed all daily operations, including; book keeping, scheduling, payroll, managing staff of 6
- \*Effectively implemented operational policies and sales campaigns to increase client base
- \*Produced advertising campaigns for television, cable and radio broadcast for local and National clients
- \*Served as entertainment director and hospitality coordinator for various City of Hollywood events

**CREDENTIALS / LANGUAGES: PROFESSIONAL ACHIEVEMENTS: COMPUTER SKILLS**

Licensed CAM #35570 / Silver Addy Award 2005 / Bi-Lingual, Spanish / PC & Mac Proficient  
Word / Outlook / Adobe / Excel / Quick Books / Copywriting Background (Miami Ad School)

PERSONAL QUALITIES: Self Sufficient / Quick Learner / Team Player / Natural Problem Solver  
Creative / Leadership Qualities / Very Organized / Refined People Skills / Dedicated & Reliable

***PROFESSIONAL & PERSONAL REFERENCES AVAILABLE UPON REQUEST***