

JAMES PAUL MONROE, LCAM, CMCA

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PROFESSIONAL EXPERIENCE

2009 to Present **ANCHOR BAY CLUB**
Hallandale Beach, FL

General Manager of 158-unit, 22-story luxury condominium with cabanas and yacht slips. Supervise a staff of 11 and responsible for a \$1.5 million budget, including partially-funded reserves.

2008 to 2009 **KW PROPERTY MANAGEMENT**
Coral Gables, FL

Assigned as Manager for THE SANDS OF KEY BISCAIYNE, a 120-unit luxury oceanfront condominium on the eastern shore of south Florida's famed Key Biscayne. Semi-private elevators access only two floor-through apartments on each of the 11 stories of this 40-year-old sought after condominium complex. Supervise a staff of 12 and responsible for a \$2 million budget, including fully-funded reserves.

2006 to 2008 **THE RESIDENCES ON HOLLYWOOD BEACH**
Hollywood, Florida

Employed as General Manager for this recent "condo conversion" of two 40-year-old 16 story towers—one oceanfront and one on the intracoastal, with a total of 534 units. Supervise a staff of 18 and responsible for a \$4 million budget.

1999 to 2006 **REGENCY TOWER CONDOMINIUM**
Miami Beach, FL

During almost eight years as on-site Manager of this classic 15-story, thirty-six (36)-year old Morris Lapidus residential condominium on Millionaire's Row, Miami Beach, have been responsible for all day-to-day association operations as well as coordination of complete exterior and interior restoration projects valued at more than \$2.5 million.

1998 to 1999 **THE CONTINENTAL GROUP, LTD.**
Hollywood, Florida

As CAM-at-large for this large community association management firm, assigned for varying period as Association Manager for MYSTIC POINTE TOWER 400, a 40-story luxury highrise located in Aventura, and as Manager for TOWER 41, a 450-unit 30-year-old residential condominium on Miami Beach.

1996 to 1998 **ADMIRAL'S PORT CONDOMINIUM**
Aventura, Florida

Represented the Association's Managing Agent, The Continental Group, as On-site Manager for this large (634 unit) twin-tower (22-floors each) residential condominium

adjacent to Williams Island in Aventura, Florida. Supervised a staff of thirty (30) and administered a budget of approximately \$2.5 million.

1994 to 1996 **JOCKEY CLUB II CONDOMINIUM**
Miami, Florida

Responsible to seven (7)-member Board of Directors for the day-to-day management of this well known, upscale Miami condominium association. Supervised a staff of 12, with a budget of approximately \$1 million.

1992 to 1994 **HURRICANE WINDOW PROTECTION CORP.**
Hollywood, Florida

Served as Director of Hurricane Research, responsible for technical aspects of marketing, promotion and media relations for this 3M storm/security window film distribution firm. Additionally, responsible for handling the firm's accounts payable department.

1982 to 1992 **PHEROMONE FRAGRANCES, INC.**
Chicago, Illinois

During 10-year tenure with this international firm, served as Director of Training for this Chicago-based upscale fragrance company, with responsibility for training personnel to promote product line in major upscale retail outlets in Washington, DC, Chicago, New York, Boston and South Florida markets.

1972 to 1982 **WATERGATE HOTEL & COOPERATIVE APARTMENTS**
Washington, DC

For over a decade, held progressively responsible positions at this internationally known residential hotel and cooperative apartment complex—from Night Auditor/Night Manager to Assistant Manager/Director of Services. Developed and implemented training manuals for audit procedures. Designed, developed and implemented various policy procedures for several operational departments, including the conciergerie. Supervised all guest and resident services departments with special attention to the coordination of special services for VIPs, celebrities, diplomats, corporate and government executives.

EDUCATION/PROFESSIONAL AFFILIATIONS

- **B.S., Behavioral & Environmental Sciences**, University of Maryland
- **Certificate**, Hotel/Motel Management, LaSalle University
- **Licensed Community Association Manager (LCAM)**, State of Florida
- **Certified Manager of Community Associations (CMCA)**
- **Community Association Management Professionals, Inc. (CAMP)**, Founding Board Officer and current Director
- **Community Associations Institute (CAI)**
- **Notary Public**—State of Florida
- **Gamma Theta Upsilon**—National Professional Geographic Fraternity
- **Les Clefs d'Or International**—International Concierge Certification

Working fluency in Spanish and German