

**ROBERT DOLSON**  
LCAM, CMCA, AMS, PCAM

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**Summary**

A Licensed Community Association Manager holding the Professional Community Association Manager (PCAM) designation from CAI with experience in Operations Management, Property and Facilities Management, staff development and leadership. Successfully managed in-house operations and contracted services.

**CV Property Management, LLC**, Boca Raton, FL August, 2010 – Present

Boca Heights P.O.A. **Property Manager** for homeowners association with oversight of all contract services including janitorial, lake maintenance, pool, landscaping, and irrigation.

**Seacrest Services, Inc**, Deerfield Beach, FL December 2008 – March 2010

Century Village, Deerfield Beach. **Business Manager** reporting to the Board of Directors of 8,500 unit condo master association. Oversight and budget preparation for contract services including access control and security, internal and external bus transportation, infrastructure maintenance and repair including roads and waterways, landscape maintenance, pools, and facility renovation.

**Point Management, Inc**, Delray Beach, FL August 1997 – September 2008

Kings Point, Delray Beach. **Purchasing Agent/Maintenance Director** reporting to president. Select and direct service vendors, construction vendors, and internal staff of 25 for recreation area of 7,200 unit condo community. Oversight of major and minor renovation projects including roofing, clubhouses facilities, theater, elevator, pools, HV/AC, fire suppression, and asphalt overlay.

**Security Manager, ChaseMellon Shareholder Services, Inc.** February 1996-March 1997  
Ridgefield Park, NJ

- Implemented programs to bring company into SEC compliance including access control
- Direct and purchase non-production and facility MRO

**Purchasing Coordinator, Kmart Fashions** April 1971 – December 1994  
North Bergen, NJ

- Purchased facility and office equipment and supplies
- Directed office services department including printing production and mailing

**Education**

- Bachelor of Science, Business Administration, Fairleigh Dickinson University

**Licenses and Certificates**

- Florida: Community Association Manager (LCAM), Real Estate Sales Associate
- Community Association Institute: CMCA, AMS, PCAM
- National Swimming Pool Foundation: CPO

**References**

- Business references available upon request