

SUSAN J. COE

1123 Lincoln Street
Hollywood, Florida 33019
954-557-6410

OBJECTIVE Seeking a Senior level position within a progressive organization that promotes professional growth and challenges individuals to their highest potential.

EXPERIENCE September 2007- Present The Regent Bal Harbour/One Bal Harbour
Director of Residences

- Responsible for overseeing 185 luxury condominiums and 124 hotel unit owners
- Oversee all unit owner punch lists on behalf of the developer and general contractor
- Coordinate the unit build out of all units with the unit owners and their individual contractors
- Liaison between unit owners, hotel lot owner and Management Company.
- Responsible for the implementation of the owners websites
- Overseeing the insurance requirements of all hotel owners to ensure that they enter into and remain in the rental program.
- Member of the Executive Committee which is responsible for 225 employees

January 2005- Present Turnberry Village North and South Towers

Aventura, Florida

Executive Manager

- Responsible for overseeing Turnberry Village North, Turnberry Village South and Turnberry Village Master Associations, consisting of 410 new construction condominiums.
- Manage combined budgets of 4.2 million dollars
- Coordinate the build-out of condominiums with contractors, inspectors and unit owners.
- Responsible for overseeing and training a staff of 38 employees
- Responsible for all aspects of the financial operations, including planning, reporting and month-end accounting close.
- Act as a liaison between the three separate Board of Directors and the unit owners.
- Conduct walk-through prior to unit closing with new homeowners
- Conduct closing orientations at time of closing with each unit owner

October 2002- January 2005 Turnberry On The Green Condominiums

Aventura, FL

Property Manager, Turnberry Associates

- Responsible for overseeing the lease up and conversion of a 377 unit Luxury

High-Rise

- Coordinated transition from Developer to Homeowner Board of Directors
- Performed new Homeowner Orientation Presentations
- Managed accounts payable, accounts receivable and payroll functions
- Complete annual budgets and monitor financial operations and presenting monthly owners/variance reports to ownership
- Hire, supervise, train and motivate staff of 23 in order to achieve the operational goals of the property. Perform all new employee orientation. Conduct performance reviews for all staff members
- Responsible for initiating and implementing policies/procedures to maintain resident communications and service requests.
- Work in conjunction with Managing Partner of Turnberry On The Green to develop effective marketing plans

2000 – September 2002 Sunrise Harbor Residences and Marina
Fort Lauderdale, FL

General Manager, JMG Realty, Inc.

- Responsible for overseeing lease up of 352 Luxury Apartments and 16 Hotel Suites
- Responsible for maximizing revenue for all apartments, executive suites, retail and marina
- Oversee all work performed by on-site and off-site contractors to ensure completion of projects
- Complete annual budgets and monitor monthly financial operations
- Accountable for developing, implementing and managing all Marketing and Leasing activities
- Supervise staff, including hiring, performance, reviews, training, and discipline, if necessary
- Enforces rental agreements, rules and policies, with particular attention to guest policies and security issues
- Work in conjunction with Regional VP to develop effective marketing plans and monitor the rental rates

1998–2000 The Yacht Club at Brickell and Gables Grand Plaza
Miami, FL

Property Manager, The Related Group of Florida, former division of The Related Group of New York

- Responsible for overseeing the lease up of mixed use mid-rise and high rise luxury
- Monitored financial condition of building, including expenditures and participates in planning the building budget.
- Responsible for implementing, designing and maintaining a resident retention program
- Conducted regular inspections of buildings and grounds to assure proper sanitation, maintenance and compliance with agency requirements

1996–1998 The Isles at Sawgrass and The Park at Sawgrass
Sunrise, FL

Senior Property Manager, MIG Realty Advisors, NorthStar Management

- Responsible for overseeing two Luxury apartment homes.
- Prepared proposals, annual budgets, business plans, and quarterly reports.
- Responsible of all accounting, rent collections, record and deposit cash receipts in timely manner
- Interface with all levels of management, vendors and suppliers on behalf of the Property Management team

Licensing and Training

- Florida Community Association Manager's License
- Rent Roll Trainer
- AMSI
- One-Site
- Tops 2000

EDUCATION

1986 - 1990 Radford University
Radford, VA

- B.A., Public Relations
- Minor, Business Administration