



6/1/2011

Dear Employer:

I am interested in a on site property manager position in the Fort Lauderdale area.

I have a Florida CAM license and have worked on-site, portfolio, and managed an office and four managers. I have a diverse business background, culminating as a Director of Transportation, with 20 years business experience.

I have been on site at my current property for over 5 years. I have 17 buildings with many day to day, hands on projects involving structural and roofing issues that require physical inspections of roofs and attics. The nature of my property issues requires a constant, organized, common sense, knowledgeable maintenance approach to be successful.

I also have marine and marina experience should your Association have boating facilities.

Sincerely,

Thomas J. Bilotto

## **RESUME**

Thomas J. Bilotto  
1850 S. Ocean Blvd. #805  
Lauderdale-by-the-Sea, FL 33062  
561-302-7595  
Email - [tombilotto@yahoo.com](mailto:tombilotto@yahoo.com)

### **Objective**

I am looking for a full time, on site property manager position with an Association who desires a seasoned, accomplished, facilities professional with hands-on maintenance skills, superior communication skills, who easily interacts with executives, regulatory agencies, vendors, and association members. I also have a marine background with commercial and pleasure crafts, including marina and dockage experience, in the event you have boating facilities.

### **Professional Experience**

#### **Operations Management**

- \* Currently managing \$1.4 million assessment renovation for roofing, structural, electrical, painting, and termite eradication. Saved \$250,000 on roofing contract through cost comparative analysis.
- \* Contract negotiation – HVAC, roofs, concrete restoration, cooling towers, painting, landscaping, and elevators.
- \* Project-oriented. Conceptualized, contracted, and managed \$1 million facility renovation in 1992.
- \* Former Director of Transportation with 20 years contracts background and facility planning, construction, maintenance, and management experience.
- \* Assisted condo presidents at personal residence for 10 years with budgets, renovations, and monthly and annual reports.
- \* Maintain a relationship with all Association members and record all request for services and act on them expeditiously. Serious requests are promptly investigated and presented to the Board for review.

**Financial Administration**

- \* Currently involved with realtors, banks, and buyers on purchases involving settlement of monies due the association in a short sale, bank foreclosed auctions, and bank foreclosed sales. At one point, almost half of the condominium was in collections/foreclosure as this property was a conversion project in 2005 at the height of the real estate spike.
- \* Heavy involvement in collection of maintenance and assessments. Instituted a program in 2008 where tenants pay the Association rents of delinquent owners. (Now it is allowed by Statute). These rent monies are applied to the delinquent owners’ unit.
- \* Cost-comparative purchasing analysis experience with broad vendor base in all areas of maintenance, construction, and renovation.
- \* Budget compilation and general administration, including review and pricing of all contracts and insurance.
- \* Monthly, quarterly, and annual financial management (local, state, and federal) including business fees and assessments administration
- \*Familiar with Windows XP, Internet, Excel, and have used Quicken and Quick Books.
- \*Generated over \$80,000 collecting rents on delinquent owner’s units. And over \$75,000 with capital contribution.

**Compliance and Supervisory**

- \* Personnel supervision experience.
- \* Managed A.D.A., E.P.A., and O.S.H.A. regulatory programs.
- \* Environmental codes and regulation background (including storm water run-off).
- \* Instituted and managed random drug testing programs.

**Work History**

Casablanca Condominium, on-site CAM.....March, 2006 to present

Seacrest Services, Inc., WPB, FL .....2006

DCI Assoc. Services, Ft. Lauderdale, FL (Portfolio/CAM).....2005-2006

J&L Property Mgt., Coral Springs, FL., CAM (on-site) (part-time).....2005

Sea Tow Ft. Lauderdale, FL., Dispatch/Administration/Sales.....2003-2005

Look of Boca Dry Cleaners, Boca Raton, FL., Gen. Mgr. (Owner).....2000-2003

National Marine Institute, Palm Beach Gardens, FL., Sales/Solicitation.....1998-2000

S .FL. Water Mgt., W.P.B., FL., Business Associate.....1994-1998

Wellsville Terminals, Pittsburgh, PA, Sales/Development Mgr.....1991-1994

Ingram Export Company, Nashville, TN Director of Transportation.....1985-1991

(Note – During the period 1995-1999, taking care of elderly, ill parent)

## **Education**

Robert Morris University, Pittsburgh, PA; B.S. Business Administration

Marine Survey Course, 1998

State of Florida Security “D” license (expired).

Gold Coast School of Real Estate, Boca Raton, FL., C.A.M. license

Becker & Poliakoff, P.A. Hurricane Recovery & Rebuilding Seminar, Ft. Lauderdale, FL,  
2005.

CAMP Ed. Seminar, Structural Inspections & Ups and Downs of Elevators, Ft. Laud., FL  
2006.

CAM License # **CAM27510**