

Barbara J. Figueroa
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Objective

To secure a property management position that will utilize my experience and expertise in providing a cohesive living environment while maintaining property values.

Employment History

Worthington Country Club
13550 Worthington Way
Bonita Springs, FL 34135
September 1, 2000 to January 21, 2011

Community Association Manager, CAM

- Professional management of nine (9) Associations; four (4) Homeowner Associations, five (5) Condominium Associations, 799 residences.
- Engage and supervise HOA personnel, administrative and maintenance.
- Prepare documentation for all meetings, attend all meetings and prepare minutes within timely manner.
- Record keeping of community files and minute books.
- Develop and implement association, budgets and reserve schedules in excess of \$3 million.
- Develop and implement club administrative and community-wide budgets, reserve schedules, capital expenditures.
- Review proposals, negotiate contracts and purchase orders, prepare specifications for services.
- Review, approval and recordkeeping of all invoices, keeping expenditures within approved budget.
- Coordinate maintenance of property and common areas – routine, preventative, emergency, fire protection, safety regulations and compliance, landscape, irrigation, etc.
- Diagnose interior maintenance issues to determine liability and develop action plan.
- Assist Board and Committee Members with special projects i.e., re-roofing, carport construction, pool area renovation, etc., obtaining specifications for proposals and negotiating contracts.
- Respond to owner questions, complaints, concerns, etc., finding an equitable solution in accordance with community documents and Florida Statutes.
- Assist Directors with regard to long and short term community financial planning.
- Prepare written communications, mailings, including Annual Member and Budget Meeting notices, document revisions, etc.
- Coordinate resale information, approvals and new owner orientation.

HOA Administrative Assistant **July 10, 2000 to September 1, 2000**

- Administrative support for HOA Manager, nine (9) Association Presidents and Board Directors.
- Prepare ownership transfers, maintain records of property sales.
- Schedule and prepare work orders for all contractors and trades; follow-up on completion of work.
- Transcribe Board and Committee meeting minutes in timely manner.
- Maintain company records and files to include minute books for each association.
- Update security information and security records using Door King System.

ACCO Brands, Inc.

300 Tower Parkway

Lincolnshire, IL 60069

April 1, 1998 to March 31, 2000

- Prepare and implement \$5 million Facilities/Office Services budget.
- Manage operations of five (5) story office facility.
- Select and manage food service provider for corporate and manufacturing headquarters.
- Negotiate, approve and implement facility and service related contracts and invoices to include office equipment, furniture, maintenance, security service, supplies, etc.
- Implement and manage Office Services Division - Copy Center, Mail Service Center, Security, Company Store, Fitness Center, and Shipping/Receiving.
- Coordinate and oversee space planning with engineers, facility reconstruction and remodeling projects, furniture set-ups and reconfigurations.
- Coordinate and implement facility relocations.
- Supervise and manage maintenance and department team of twenty (20) employees.
- Special projects to include selection of Corporate Art collection in excess of \$1 million.
- Organize holiday events, led company United Way Campaign for three (3) years resulting in annual contributions in excess of \$250,000.

Supervisor – Facilities, Sales & Office Services

April, 1996 to April, 1998

- Review and coordinate inventory and order processing operations for Sales Service Team.
- Supervise and coordinate all office relocations and furniture installations.
- Supervise daily operations for Office/Facilities Services.

Administrative Assistant to V.P. & Director of Human Resources, May, 1992 to April, 1996.

Facilities Administrator, March, 1990 to May, 1992

Administrative Assistant to Corporate V.P. Finance & Administration, August, 1986 to March, 1990

Facilities Coordinator/Administrative Assistant Corporate V.P. & Assistant to Chairman, March, 1984 to August, 1986.

Administrative Assistant to President, V.P. of Construction, S & G Construction, Skokie, IL, April, 1971 to August, 1986

Professional Affiliations

- Active COMA Member
- Active CAI Member
- Florida CAM, 2001
- Florida Notary Public, 2001

References provided upon request.