

# **Kelly Shumaker**

13316 Mountain Rd NE, Apt 1208

Albuquerque, NM 87112

Home 505.508.2021

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## **OBJECTIVE**

I am seeking a full-time position with stable company that will utilize my vast professional skills and experiences.

## **SKILLS SUMMARY**

### **Skills include::**

35 wpm, 10 key, most comp. software, all office machines, multi-line phones, all filing systems, advanced property management skills, other various office skills.

## **EMPLOYMENT**

### **Campbell Farming Corp., Albuquerque, NM**

#### **Administrative Assistant, 2009 - 2009**

Media tracking, filing, phones, file re-organization and storage, data entry, etc....

### **Self-employed, Oklahoma City, OK**

#### **Property manager/CEO, 2007 - 2008**

Assisted home owners and investors with locating and screening tenants, scheduling maintenance, collecting rent, contracting vendors for rehabs and make-ready, advertising, and legal processes.

### **Stout Management Co., Las Vegas, NV**

#### **Leasing Agent/Assistant manager/Manager, 1999 - 2006**

Began as a leasing consultant for two years, advanced to Assistant for another 4 years, then advanced again to Manager for another year before I relocated to Oklahoma City, OK

## **SUMMARY**

### **Who am I?:**

I am a talented and career minded individual who enjoys working alone or as a team. I am well-organized and highly detail-oriented. Multi-tasking in a challenge I embrace with enthusiasm. I am punctual and a self-starter with ambition to thrive in whatever life puts in front of me. My motto is "positive thought brings positive action". Having a positive attitude takes less energy and produces better health than a negative one. I am looking forward to whatever my next path holds with smiles and energy.

## JENNIFER A. LYNCH

### EDUCATION

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1989-1993 University Of Wisconsin Stout Menomonee, WI

*Hotel Restaurant management*

- Hotel Sales & Marketing Association, Past President and Vice President

### PROFESSIONAL EXPERIENCE

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**2009- Present The Community builders, Chicago, IL**

*Director of Operations and Compliance*

- Supervise staff of 15
- Oversee site of 525 units, growing to 4000.
- Maintain and create budgets and financial statements for three phases of property.
- Oversee leasing of 525 units, including Public Housing, Tax Credit and market Rate housing.
- Approve and maintain accounts payables.
- Maintain relationship with Development department on on-going construction of future units.
- Monitor and maintain Boston Post, MRI and Yardi systems.

**2007- 2009 Draper and Kramer, Inc. Chicago, IL**

*Assistant Vice President*

- Supervise ten condominium managers and their staff.
- Oversee more than 1500 unit owners.
- Prepare and monitor budgets and financial statements for all properties.
- Monitor construction and turnover process on multiple new construction properties.
- Establish and monitor new accounts and vendors for new construction buildings.
- Create budgets and control expenses on new developments.
- Format and verify management office set up and on-going management style.

**2004- 2007 R.Y. Management Co., Inc. New York, New York**  
***District Manager***

- Supervision of management of 1000 condominium units in Manhattan, two property managers as well as six Resident Managers.
- Prepared and managed six condominium annual budgets as well as financial statements.
- Supervised capital projects throughout the condominiums.
- Hands on consultation of phase I and phase II with developers and construction management teams on the creation of a \$230 million dollar new development project in lower Manhattan.
- Conducted the inspection of all building to conform with the Local Law 11 city requirements.

**2001-2004 Advanced Management Services Brooklyn, New York**  
***Property Manager***

- As an on-site property manager I supervised the \$3 million dollar replacement of all of the galvanized pipes through out the 268 residential co-op units as well as \$2 million dollar re-pointing of the façade.
- Created Schedule A and B for submission to Attorney General for new construction condominiums.
- Communicated with all Union Local 32 B/J staff and arbitration counsel.
- Created and awarded relationships with contractors and vendors.
- Organized and prepared financial documents for submission to Board of managers for the purchase of co-op units.

**1999-2001 Oakbrook Corporation Chicago, Illinois**  
***Regional Manager***

- Managed 1000 rental units throughout West and Southwest Illinois
- Supervised the transition of a historic landmark building to tax credit and market rental units.
- Hired and terminated staff accordingly.
- Approved all tax credit applications for renewal occupants.

**1995-2001 Charles E. Smith Residential Chicago, Illinois**  
***Senior Property Manager***

- Leased new construction apartment building consisting of 500 units.
- Acted as start up property manager for newly purchased mixed use rental buildings.
- Evaluated and trained all staff to meet C.E.S. standards.
- Determined the need for capital improvements in order to increase rents and occupancy.

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PROFESSIONAL MEMBERSHIPS

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IREM CPM Candidate and Member

Real Estate Board of New York

Certified Apartment Manager

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# JAMES V. CHAVEZ

Albuquerque, New Mexico  
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Home (505) 897-8717  
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- LICENSE**                      **New Mexico Real Estate Associate Broker; License Number: 46544**
- OBJECTIVE**                      *Utilize my years of management experience and extensive background in Business to advance the needs of a prospective employer through a mutually beneficial relationship.*
- EXPERIENCE**
- 2/09-01/2010**                      **MacManagement Inc. – Albuquerque, NM**  
**Asset Manager**  
Manage property assets of 17 facilities, totaling 609 units in New Mexico and Texas.  
Develop operating and replacement reserve budgets.  
Oversee and approve all purchase orders for properties.  
Ensure all properties are operating within HUD, MFA and local regulations.  
Assist with property management and compliance issues.  
Develop maintenance schedules and preventative maintenance schedules.  
Enter into contracts with outside contractors and vendors for services.  
Oversee maintenance staff at all facilities.  
In charge of all MOR and REAC inspections and assist auditors during inspections.
- 6/07- 01/09**                      **Chavez Lath and Plaster/ Strictly Concrete – Albuquerque, NM**  
**Operations Manager**  
Oversee the daily operations of the Stucco, Drywall and Concrete Departments.  
Manage payroll of sub-contractors and hourly employees.  
Provide customer service to existing customers, as well as assist the needs of potential customers through the bid process.  
Oversee the AP and AR departments to ensure proper cash flow.  
Manage the service department and process service and warranty claims.  
Supervise the safety program to ensure all Chavez employees, and sub-contractors are operating within the safety guidelines of OSHA and local building requirements.  
Purchase all inventory and non-inventory material needed for jobs.  
Manage the inventory including material for jobs, scaffolding, safety equipment, power tools, and vehicles.
- 9/04 – 3/07**                      **RayLee Custom Homes – Albuquerque, NM**  
**Project Manager**  
Supervised the construction of over two hundred tract and custom homes  
Managed payment of vendors for work performed on projects through Builder 360  
Ensured compliance with OSHA 10 and SWPPP programs  
Managed several superintendents in the completion of residential homes  
Worked with several state and local inspection agencies to ensure compliance  
Aided in updating and correcting field blueprints  
Assisted in the design and details of houses for customer needs  
Managed the customer warranty claims of previously constructed houses  
Directed weekly meetings with sales staff and superintendents to ensure customer satisfaction  
Updated and managed weekly production reports

7/00 – 2/04

**Matheson Tri-Gas – Albuquerque, NM**

Assistant Operations Manager

Oversee the Production and Safety requirements for the gas fill facility  
Lead production employees in production requirements for Western region  
Procure and maintain Specialty gas inventory for Western Region  
Assure conformance with good quality work standards  
Field customer service issues with distributors and local accounts  
Work with vendors on equipment installs and other facility tasks  
Assist in local distribution  
Assist in Profit & Loss management to ensure budget goals are met  
Ensure all FDA, DOT and DEA requirements are complied with and all audits by Federal Agencies pass with no deficiencies.

**Matheson Tri-Gas – Phoenix, AZ**

Purchasing Manager, Store Manager

Procure and maintain Inventory for three Arizona stores  
Ensure Sales and customer service goals are met  
Process daily shipments for invoicing  
Manage Over the road distribution for Arizona locations  
Manage daily operations for Glendale location  
Assist in front counter sales  
Assist in local distribution  
Process monthly consumption reports  
Assist in Profit & Loss management to ensure budget goals are met

12/97 – 4/99

**Ameriwest Mortgage – Albuquerque, NM**

Loan Officer

Processed loan applications for conventional, VA and FHA homes  
Reconciled required information to process loans

12/91 – 12/97

**United States Air Force**

Munitions System Specialist

**EDUCATION**

<b>Kaplan Professional Schools</b>	<b>Albuquerque, NM</b>
<i>90 credit hour in Real Estate Law, Real Estate Principles &amp; Practice, and Broker Basics</i>	
<b>Dale Carnegie Course</b>	<b>Albuquerque, NM</b>
<i>Effective Communications and Human Relations</i>	
<b>Mesa Community College</b>	<b>Mesa, AZ</b>
<i>Accounting, Business Management</i>	
<b>New Mexico State University</b>	<b>Alamogordo, NM</b>
<b>Community College of the Air Force</b>	<b>Kunsan AB, S.KOREA</b>

**SKILLS**

**GENERAL**

Computer literate with Windows, Excel, Microsoft Word, Macintosh, Access, QuickBooks, Yardi Voyager, Bookkeeping, Typing, Touch 10-key, and Blackberry.

**CERTIFICATIONS**

OSHA 30- hour Construction Safety & Health, Certificate #600287108.  
Competent Person Training: Frame Scaffold, Certificate # 40237.