

CHERYL JAZWIECKI

702.807.0933 ▪ C.Jazwiecki@yahoo.com ▪ 7701 W. Robindale Rd. Unit 204, Las Vegas, NV 89113

COMMUNITY ASSOCIATION MANAGER

With a wealth of experience leading complex administrative and accounting functions. I will help drive your organization's success by leveraging my expert professional abilities with my passion for improving and strengthening internal operations. I currently volunteer on the Board of Directors for a local Homeowners Association as the Secretary, Treasurer for the past 4 years along with 16 years experience in the Real Estate Industry. My direct experience in the field and my personal commitment to excellence would make me a perfect fit.

I excel at collaborating with stakeholders to implement effective accounting, auditing, and management practices that support highly regulated companies and in-depth quality control programs. Some of my most notable achievements include:

- Implementing budgeting and management processes that meet operational requirements while building \$30K+ in additional operating reserves for non-profit entity.
- CAM Pre-Licensing Educational Tract 60 Hours – PL 6400
- COMMUNITY ASSOCIATION MANAGEMENT STATE EXAM
- Recupering \$800K+ in stale A/R within one year of taking over the organization's A/R functions.
- Streamlining processes and implementing quality control efforts that increase accurate cataloging of 800+ unique document types for 10 different operating entities within the corporation.

In addition to my vast experience in driving complex administrative and accounting efforts, I excel at taking on new programs and processes, analyzing work requirements and developing routines and workflows to meet the needs of the organization. What would be the best time for us to talk?

Sincerely,

Cheryl Jazwiecki
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ACCOUNTING AND ADMINISTRATIVE PROFESSIONAL

Innovative administrative expert with 15+ years driving accounting, operations, quality control, and data input functions for gaming, entertainment, and non-profit industries. Adept at coordinating with internal and external stakeholders, improving data accuracy and supporting corporate goals. Excel at developing and launching process improvement initiatives that increase efficiencies, streamline workflows, eliminate redundancies, and strengthen quality controls.

AREAS OF EXPERTISE

Audit Management | Internal Controls | Accounts Receivable | Team Collaboration | Accounting & Ledger Reconciliation | Budgeting | Process Improvement | Stakeholder Relations | Logistics Management | Internal Review Corporate Communication | Data Analysis | Workflow Designs | Strategic Analysis

CAREER HIGHLIGHTS

MGM INTERNATIONAL

Audit Clerk • 2015 to Present

Support corporate audit procedures that receive, analyze, and record critical operations documents from 10 corporate sites. Collaborate with team members to sort, image, and catalog documents, ensuring audit team has required data and documentation for audits and internal reviews. Ensure compliance with company and regulatory guidelines for data accuracy and document management.

- ▶ Established reference sheet for the department, **improving accurate cataloging of 800+ unique documents.**
- ▶ Collaborate with leadership to implement process improvements in operations, **streamlining workflows** and strengthening team abilities to **process 30K+ documents daily.**

APPLE ONE EMPLOYMENT SERVICES - EMPLOYERS INSURANCE

Credit Clerk Analyst • 2015

Leveraged internal programs and e-mails to input specific client information and support automated determinations. Handled sensitive insurance and personal information for 50+ accounts daily while ensuring compliance with established guidelines concerning corporate correspondence between the organization and its clients.

CZARNOWSKI EXHIBIT SERVICE

Accounts Receivable Collections Representative & Field Service Secretary • 1999 to 2014

Promoted from administrative position to take charge of overdue A/R for the firm. Implemented collection and correspondence processes that engaged clients and supported account managers nationwide to collect revenues for services rendered. Collaborated with internal and external leadership to build communication while supporting cash flow management strategies.

- ▶ Immediately addressed 5+ years of past-due accounts receivable upon promotion, implementing effective communication and collections processes that **recuperated \$800K+ in stale A/R within 1 year.**
- ▶ Implemented process improvements that **streamlined A/R operations**, launching effective billing practices while supporting world-class client communication practices.

VOLUNTEERISM

SPRINGPOINTE CONDOMINIUMS HOMEOWNERS ASSOCIATION

Secretary Treasurer • 2015 to Present

Deliver strategic leadership to large-scale homeowners association, leading communication and budgeting initiatives that drive operations for current and future efforts. Collaborate with a wide range of internal stakeholders and third-party officials, negotiating and overseeing service contracts while supervising in-house support personnel.

- ▶ Oversee operating expenses, **managing costs** through negotiations and operating expenses while **building \$30K+ in additional operating reserves** for the organization, including **\$16K+ in less than two months.**

CERTIFICATE OF ATTENDANCE

NEVADA REAL ESTATE PRE-CERTIFICATE

CHERYL JAZWIECKI

Has successfully attended and completed
Pre-Certificate Classroom Education Course

COMMUNITY MANAGEMENT EDUCATIONAL TRACT

60 Hours - PL 6400
Law/Property Management
and
Community Association Management

On

11-20-19

This course is sponsored by:

Key Realty Schools & Community Association Solutions

Authorized Signature

Sara E. Barry



This course is approved by the Nevada Commission for Common Interest Communities and Condo Hotels



Cheryl Jazwiecki

7701 W. Robindale Road Unit 204

Las Vegas

NV 89113

Exam Date: 11/26/2019

Pearson VUE ID:

NVREL119231

Exam Result: PASS

Exam Name:

**Permit - Community Association
Manager**

Congratulations! You have passed the Nevada Real Estate examination listed above.

Please visit the Nevada Real Estate Division's website at <http://red.nv.gov> for applications and directions.

Examination Part

CAM

Passing Score

Your Score

75%

PASS

Content Area

Number of Questions

Number Correct

I. Terminology and Definitions
II. Governing Documents of Common-Interest Communities
III. Governance of Common-Interest Communities
IV. Meetings and Elections
V. Regulatory Authorities and Scope of Oversight
VI. Regulatory Authority
VII. Developer Control and Transition
VIII. Financial Management
IX. Reserves
X. Facilities Management
XI. Risk Management
XII. Association Powers of Enforcement
XIII. Business Ethics

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