

Sarah A. Wullner
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OBJECTIVE

My main objective is to secure a position where I can be a positive asset to the organization by consistently producing positive results and providing highly effective work performance.

WORK EXPERIENCE

CAMCO

2018-2019

COMMUNITY MANAGER

CAM License #8659

- Portfolio of 12 Associations (single family/shared use)
- Collection/Delinquencies
- Minutes
- Board Packets
- Violation Inspections
- Board Meetings
- Handle homeowner situations

Terra West Management Services

2017-2018

PROVISIONAL COMMUNITY MANAGER

Provisional CAM License #8659, May 19, 2016

- Portfolio of 10 Associations (1 condo/1 business park/1 limited/single family)
- Collection/Delinquencies
- Minutes
- Board Packets
- Violation Inspections
- Board Meetings
- Handle homeowner situations

Equus Management Group

2017

PROVISIONAL COMMUNITY MANAGER

Provisional CAM License #8659, May 19, 2016

*relocated to Las Vegas

- Portfolio of 5 Associations (4 HOA/1 LMA)
- Routine and special project management
- Association Budgets/Financials
- Collections/Delinquencies
- Minutes
- Board Meetings/Board Packets
- Violation Inspections

Highland Ranch Homeowners Association

2015-2017

PROVISIONAL COMMUNITY MANAGER

Provisional CAM License #8659, May 19, 2016

- Worked Onsite/1626 Single Family
- Work under a Supervising CAM
- Collection/Delinquencies
- Minutes
- Board Packets
- Violation Inspections
- Board Meetings
- Handle homeowner situations

Applied Staffing Solutions/NCR/Legacy 2013-2014
DATA ENTRY PROCESSOR

- Works with multiple programming
- Process orders for AT&T
- Email/Outlook
- Warehouse

Law Office of Lawrence B. Bernard, Esq. 2012-2013
LEGAL SECRETARY

- Draft and file pleadings
- Maintained court calendar
- Process incoming mail to appropriate parties
- Maintain client files

Woodland Village Homeowners Association, Reno, NV 2009-2011
OFFICE ASSISTANT/COMPLIANCE OFFICER (Onsite)

- Knowledge of CC&Rs
- Collections
- Violation inspections
- Publisher
- Minutes
- Board Meetings
- Newsletters

Legal Externship June, 2011
CLIFTON J. YOUNG, ESQ.

- Case filing and scheduling
- Drafting motions
- E-Filing
- Answer phones

SKILLS & QUALIFICATIONS

- MS Office
- Prepare and send mailings
- Bid Procurement
- Work with Vendors
- Lawsuits/Lawsuit Binders
- Customer service
- Ability to multi-task
- Great work ethic
- Collections
- Board Packages/Minutes
- Newsletters
- Time management skills
- Dependable
- Self-starter
- Worked with teams
- Training employees
- Budget Procedures
- Village Management Software (VMS)
- C3
- TOPS

EDUCATION / CERTIFICATES

Notary Public Expires January 2020
State of Nevada

CMCA Course 2018
Las Vegas, NV

M-100 Course (Community Management) 2018
Las Vegas, NV

Associates Degree of Paralegal Studies 2009 -2011
Career College of Northern Nevada, Reno, NV
Graduated July 2011, GPA 3.6