



CHERYL MARTIN

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PROFESSIONAL SUMMARY

I am a potential employee that can use my knowledge and years of experience in my various positions to strive to be a team player in any work place.

SKILLS

- I am very experienced in Microsoft word, excel and publisher.
- I have great customer service skills
- I am very organized and handle time management very well and will not stop until the job is done.
- I can take a challenging and difficult situation and turn it into a very positive outcome.
- I am one that starts a job and gives 100% to it.
- I have very strong ethic and take my job very serious.

EXPERIENCE

October 1999 - December 2018

Super Portfolio Community Manager

Terra West Management Services | Las Vegas, Nevada

- Handle all aspects of what it takes to hold a Community Managers license in the State of Nevada. Here are a few examples outlining just a small section of what is needed to keep up the license.
- Handled all communications between Board of Directors and Management Company.
- Handled all the day to day operations of each of the Associations that I managed.
- Coordinate all Vendor Contracts, bids and scheduling for the Associations.
- Answered all homeowner's calls.
- Attended all Board of Directors Meetings.
- Handled on-call emergencies when needed.
- Prepared yearly budgets and year-end packets.
- Monthly inspection of each of the Associations I managed.
- Review and helped developer draft Governing Documents for a new Association.

- Assisted the developers with preparing startup documents for an Association.
- Handle all legal documents that were served on the Association and interacted with the Attorneys.

November 1995 - March 1999

Escrow/Collection Manager

LB Property Management | Los Angeles, CA

- Handled all Escrow demands from various Escrow, Lending and Mortgage Companies for over 100 Condominium Associations.
- Handled processing all of documents and communications with all Escrow, Lending and Mortgage Companies.
- Processed all delinquent homeowners for over 100 Condominium Associations
- Prepared and filed all NOD's (Liens) for over 100 Condominium Associations.
- Handled all communications with Attorneys and Non-Judicial and Judicial foreclosures for all Associations.
- Attended all Board Meetings.
- Prepared, filed and appeared on all small claims cases for the company.
- Handled collecting the late fees and rental fees for all apartments over 5000 units.

ACCOMPLISHMENTS

- I hold one of the first Community Association License that the State of Nevada required and I was also a part of making each and everyone have a license to be able to be a Community Manager for the State of Nevada.
- My license number is 135-SUPR.