

WENDY QUINTANILLA

PROFESSIONAL ACHIEVEMENTS

Consistent top Kingsley performance- Average score of 4.6 where the standard is 4.1

Scored 100% compliance on randomized property audits

Achieved three years of zero employee turnover

SKILLS

Yardi 7, Entrata Core, OPS Technology, OneSite, On-Site, Yieldstar, LRO, Real Page, Kingsley, Modern Message, Blue Moon, Door King, Active Building, Compliance Depot, Leonardo 247, Kenexa, Workday, ADP and Paylocity.

CAM Community Manager Permit 09/2023

WORK HISTORY

FirstService Residential

MAY 2023 - Current

PORTFOLIO MANAGER (834 Mid-rise/Condo), IAS VEGAS, NV

- Responsible for operations and administrative management of portfolio of communities
- Recommend and implement procedures that ensure compliance with federal, state, and local laws as well as with all community association governing documents and policies
- Manage architectural control process ensuring compliance with established design guidelines and policies for design review
- Establish, draft, execute and supervise community annual budget, manage capital improvements, review monthly financial statements, prepare variance reporting, monitor community A/P, delinquent accounts, approve and code all vendor invoices
- Secure competitive contract bids, present comparative bid reviews, supervise and ensure compliance of all executed contract terms and conditions and oversee community and contractor liability insurance requirements

CARROLL MANAGEMENT GROUP

AUGUST 2021- FEBRUARY 2023

ARIUM MEADOWS/ARIUM EMERALD SPRINGS (800 UNITS), IAS VEGAS, NV

AREA MANAGER

- Led, trained, developed a staff of 18 team members
- Managed 2 properties totaling 800 apartment homes
- Successful transition of property takeover and new acquisitions
- Work closely with vendors to oversee successful completion of unit renovations and capital improvement projects
- Build and maintain business relationships with equity partners while providing accurate and timely information/updates on property successes and areas of improvement
- Partner with various corporate departments to aid in success of property including marketing, accounting, human resources, operations, etc.

Greystar Real Estate Partners

SEPTEMBER 2017 – APRIL 2020

DESTINATIONS SPRING VALLEY APARTMENTS, IAS VEGAS, NV

OPERATIONS & SUPPORT MANAGER

NOVEMBER 2019 – APRIL 2020

- Successfully led all aspects of weekly and monthly reporting
- Coordinated an average of sixty resident events per year while ensuring they met the 7 dimensions of wellness: fitness, well-being, spirituality, intellect, social, eco life and pursuit
- Managed Yieldstar pricing to effectively optimize rents and expirations while staying within budgeted occupancy
- Prepared annual budget and participate in budget review calls with asset management
- Work closely with vendors to ensure capital projects were completed as scheduled

THE VENUE APARTMENTS (168 UNITS), IAS VEGAS, NV

COMMUNITY MANAGER

SEPTEMBER 2017 – NOVEMBER 2019

- Increased rent growth 6% December 2018 through November 2019
- Managed Yieldstar pricing to effectively optimize rents and expirations while staying within budgeted occupancy
- Prepared annual budget and participate in budget review calls with asset management and other representatives of the Fund
- Organized successful resident events to maintain positive engagement and satisfaction
- Identified community/unit issues and resolved them before problems arise.

Monogram Residential Trust

DECEMBER 2012 – SEPTEMBER 2017

THE VENUE APARTMENTS (168 UNITS), IAS VEGAS, NV

COMMUNITY MANAGER

JUNE 2013 – SEPTEMBER 2017

VERITAS APARTMENTS (430 UNITS), HENDERSON, NV

ACTING MANAGER/ASSISTAN MANAGER

DECEMBER 2012 – JUNE 2013

Desert Inn Management

JANUARY 2007 – DECEMBER 2012

FALCON LANDING APRTIMENTS (198 UNITS), IAS VEAS, NV

ASSISTANT MANAGER

JANUARY 2007 – DECEMBER 2012

- Worked with the leasing team to meet occupancy deadlines for Lease-Up community
- Assisted property manager with ancillary and backup information in preparation of the annual budget and reforecast
- Oversight and remediation of delinquent accounts and bad debt in accordance with Company policy
- Led all site-level accounting to ensure accurate posting of rent, leger balances, and accounts payable and receivables
- Spearheaded resident retention programs and maintained 80% or above renewal rate