

PROFESSIONAL RESUME PROFILE

Sally Arnold, SCM

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Objective

To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

Professional Accomplishments

Homeowners Association

- Received Supervising Community Manager License (SUPER CAM)
- Received Community Association Manager License (FULL CAM)
- Member of Community Associations Institute
- Received Certification for Completion of M100 Class (The Essentials of Community Association Management)
- Received Certification for Completion of M203 Class (Community Leadership)

Lane Community College

- Received certificate "Principles of Meeting and Convention Management"
- Received certificate "Operation of Hospitality Services or Marketing"
- Received certificate "Introduction to Hospitality Management"
- Received certificate "Purchasing and Records Analysis"

American Hotel & Motel Association (AHMA)

- Received certificate "Tourism and the Hospitality Industry"
- Received certificate "Hotel and Motel Security Management"
- Received certificate "Housekeeping Management"
- Received certificate "Front office Procedures"



Professional Experience

05/2016 | 08/2025 General Manager/Supervising Community Manager
Prime Community Management | 8687 W. Sahara Avenue Suite 170 Las Vegas, NV 89117

03/2015 | 03/2016 Portfolio Manager/Supervising Community Manager
Nicklin Property Management | 375 N. Stephanie Street Henderson, NV 89074

06/2013 | 03/2015 General Manager/Community Manager Onsite
Manhattan HOA C/O First Service Residential | 8290 Arville Street Las Vegas, NV 89123

12/2012 | 06/2013 Assistant General/Community Manager Onsite
Las Vegas International County Club Estates Master Association C/O Level Property Management | 8966 Spanish Ridge Avenue #100 Las Vegas, NV 89148

11/2006 | 11/2012 Portfolio Community Manager (14 Properties)
Terra West Management Services | 6655 S. Cimarron Road Suite #200 Las Vegas, NV 89113

12/2003 | 06/2006 Guest Services Lead
Wyndham Vacation Ownership Resorts | 265 E. Harmon Ave. Las Vegas, NV 89169

Professional Skills

- Verbal & Written Communications
- Problem Analysis & Problem Solving
- Organizational Skills and Customer Service Orientation
- Budget and Minutes Preparation
- TOPS Management Software System
- C3 Management Software System
- Connect Management Software System
- Village Management Software System
- Vantaca Management Software System
- Adaptability and ability to work under pressure
- Ability to multitask
- Microsoft Word, Excel, Publisher and Outlook Skills
- ABDI System
- CAMACT Accounting Software System
- Dwelling Live Gate Access Control System
- Butterfly MX Gate Access Control System

Professional Education

1999 | 2001 Associates of Applied Science Degree
Lane Community College – Major In Business and Hospitality Management | Eugene, OR

1995 | 1999 High School Diploma
Samoana High School | Pago Pago, AS

References – Available Upon Request