

Carolyn M. Chalmers
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QUALIFICATIONS: Management Skills
 Supervisory Skills
 Organizational Skills
 Financial Operation Control
 Record Keeping Experience
 Computer Knowledge/Skills
 Quick Books
 Microsoft Word 7

PROFESSIONAL EXPERIENCE

1989 – 2010 Prospect Towers of Clearwater, Inc., Clearwater, FL
Property Manager Supervised 5 full time and 11 part time employees; Managed 208
Senior Citizens Federally Subsidized Units; Maintain Vacancy
Loss at 4-5 %; Control of Financial Operations.

- Balanced the books at the end of the month
- Pay monthly invoices
- Prepare deposits and deposit all monies
- Worked with a 1 million dollar annual budget
- Responsible for hiring new employees
- Supervise office personnel
- Monitor all maintenance activity and review all completed work orders
- Make frequent inspection of the grounds, parking lots and common areas for proper cleanliness and maintenance.
- Perform annual inspection of all apartments with the Maintenance Superintendent.
- Resolve and respond to resident's complaints, questions, and problems as presented.
- Maintain all files pertaining to the project.
- Prepare required HUD reports and respond to HUD requests.
- Attend the Board of Directors meetings and prepare Agenda, Reports of the property and prepare minutes.

1984-1988 Greenwood Manor Apartments, Terre Haute, IN
Property Manager Supervised 6 full time employee; Managed 246 Units, multi-family
federally subsidized apartment community; Controlled vacancy
loss to a minimum; Qualified prospective residents according to
HUD regulations and re-certified residents on an annual basis.

Professional ARM (Accredited Residential Manager) 1991
Designations COS (Certified Occupancy Specialist) 1992

Professional	ARM Chairperson	1995	1997
Activities	ARM Board of Directors	1991	1997
	IREM National Governing Council	1996	1997

Presently	In process of obtaining my CAM License		
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