

MELISSA BELLO

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Summary of Skills

- Contract negotiations and management.
- Budget planning, implementation, and management.
- Fiscal Management including payroll, accounts payable and receivable, and purchasing.
- Risk management and insurance coverage.
- Staff training and development.
- Self-started and self-motivated.
- Strategic event planning/ coordinate and schedule
- Strong problem solving and decision-making ability.
- Experience and knowledge of Chapter 718 & 720 Florida Statutes
- Results oriented, ethical and excellent time management skills.

Professional Experience

Leland Management **May 2024 to December 2024**

Highlands Reserve and West Haven Owners Associations

Davenport, Florida

- Manage 2 HOA's partially onsite.

Lost Tree Village Corporation Management Company **August 2022 to May 2024**

Lost Tree Village Financial Center, MacArthur Financial Plaza and Lost Tree Preserve Owners Association

Palm Beach Gardens – Vero Beach, Florida

- Manage 2 office buildings in Palm Beach Gardens.
- Manage 1 HOA in Vero Beach.

Atlantic Pacific Management/ FirstService Residential **March 2020 to August 2022**

321 At Water's Edge Condominium Association

General Manager

Fort Lauderdale Beach, Florida

- Managed 23 unit brand new multi-million-dollar boutique association from its formation. Created all the forms, office files, binders, etc. Implemented the 1st budget, hired and trained all the staff, developed all the regulations and procedures, conducted orientations and welcomed the new owners.
- Established and managed the bank accounts and financials.
- Proposed, prepared and passed a special assessment as well as association line of credit.
- Directed all details of the 558 including developer transition, hired construction defects attorneys, met with engineers and auditors to get issues resolved in a timely manner.

Atlantic & Pacific Management

November 2019 to March 2020

Transition Manager

- Transitioning a rental portfolio consisting of 4 small apartment buildings in Miami and 1 in Fort Lauderdale. Also, helping to manage Galleria Lofts.
- Started and transitioned Malaga towers Condominium in Hallandale Beach. Established relationships with the inherited staff and board members. Organized the office files, binders and owner accounts. Developed proper procedures for security, front desk, preventive maintenance, housekeeping schedules and office staff. Organized, resolved and completed all pending projects and issues.

General Manager – Porta Bella Yacht & Tennis Club March 2019 – November 2019

Boca Raton, Florida

- Managed 315-unit luxury condominium association consisting of 4 buildings, tennis courts and boat docks.
- Provided leadership and re-evaluated the staffing needs of the community, created preventive maintenance and standard procedures for the daily operations.
- Managed and performed with the scope of \$4.2 million with 4 separate budgets and prepared the 2019 most accurate budgets.
- Monitored and negotiated service contracts with numerous vendors.
- Hired, trained, managed and motivated employees for exceptional customer service.
- Performed routine property inspections and documented issues.

KW property Management & Consulting January 2018 to November 2018

Aventura, Florida

General Manager – South Tower at The Point

- Managed 288-unit luxury condominium association
- Provided leadership to the board of directors, committees and staff on daily operations.
- Managed and performed with the scope of \$3.2 million annual budget.
- Oversaw \$4.6-million renovation project.
- Trained staff to implement and enforce Rules and Regulations with and an excellent customer service touch.

First Service Residential January 2014 to January 2018

Palm Beach, Florida

General Manager - Palm Beach Hotel Condominium 2016 – 2018

- Managed 200-unit historic landmark condo/ hotel.
- Provided leadership to the board of directors, committees and staff on daily operations.
- Developed, managed and performed with the scope of \$2.4 million annual budget.
- Oversaw \$2.5 million roof project
- Implemented innovative policies on front desk procedures as well as maintenance schedules.

Community Association Manager- Lakes of Delray 2013 –2016

Delray Beach, Florida

- Managed 25 associations in a 55 and older community.
- Screened, hired, and supervised vendors and contractors for repairs and maintenance.
- Conducted board meetings and handled all resident concerns.
- Managed relationships with property owners and board of directors with remarkable success.
- Responsible for preparation of annual budgets and reviewed contract renewals.

Berger Realty Group / United Realty

Coral Springs, Florida

Real Estate Agent

2007 - 2014

- Worked closely with banks on short sale and foreclosure transactions.
- Established an extraordinary relationship with clients and understand their needs.

Education

Palm Beach State College – Boca Raton 2012

Business Management/ Marketing

Le Cordon Bleu – Lima, Peru 2001

Hospitality Management

Licenses & Certifications:

Real Estate Agent - FL

215 Life, Health and Annuities License - FL

LCAM Community Association Manager – FL

Certified Pool Operator – FL

CMCA Community Association Managers International Certification Board (CAMICB)

AMS Association Management Specialist (CAMICB)

References available upon request