

RELEVANT PROFESSIONAL EXPERIENCE:

Director, November, 2013– November 2014
President, November, 2012 – November 2013
President–Elect, November, 2010 – November 2012
Vice President, November, 2009 – November, 2010
Secretary, November, 2008 – November, 2009
Washington State Chapter of the Community Associations Institute (WSCAI)

Leadership Team Member/Portfolio Manager
The CWD Group, Inc., Seattle, Washington
September, 2005 – February, 2008

Served on the company's Leadership Team
Specialized in management of complex mixed-use high-expectation Associations
Provided consulting services to Northwest's most prominent Developers
Guided a team of three, responsible for the company's largest portfolio with a combined annual budget of over \$8M, cash assets of \$5.5M, and replacement value of almost half a billion dollars
Supervised staff of 29 employees

Senior Manager
Bonanza Realty, Inc., Anchorage, Alaska
May, 2001 – August, 2005

Established a rental management department
Developed automated reserve analysis software
Developed web-site to allow clients to view their accounts online
Managed day-to-day operations of 24 Community Associations and 7 rental complexes
Provided consulting services to local Developers

EDUCATION:

Community Associations Institute

M-100 The Essentials of Community Association Management, January 2002
M-201 Facilities Management, January 2006
M-202 Associations Communications, March 2004
M-203 Community Leadership, November 2005
M-204 Community Governance, November 2006
M-205 Risk Management, August 2006
M-206 Financial Management, October 2003
M-310 Management Company Administration, April 2010
PCAM Case Study, January 2008

University of Alaska, Anchorage

Bachelor of Business Administration, Management Information Systems, May 2002

University of Alaska, Anchorage

Bachelor of Business Administration, Management, May 2000

Lyceum of Information Technologies, Russia

High School Diploma, June 1996