

Judy A. Darwin  
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### Summary of Professional Qualifications

For over 30 years in Property Management and Managing million dollar companies Being an effective communicator with proven track record and knowledge about the current property market situation, I aspire to be a valuable resource to your organization and deliver profits to it.

Responsible for keeping properties occupied with tenants, through advertising & marketing, lead follow up, property showings for prospective tenants.

I have in-depth knowledge of property management principles, actions, and standards, as applied to public facilities.

Ability to evaluate bid from contractors and develop bid specifications.

Create financial records of property operations and create monthly financial reports for property owner.

Knowledge of contract documents and specifications.

Profound knowledge of all federal, state, and local codes and ordinances pertinent to facilities planning, design, construction, and maintenance.

Excellent ability to develop and maintain recordkeeping systems and procedures

Manages and analyzes the P&L statement on a regular basis.

Develops and executes comprehensive expense control plan.

Manages team members including, but not limited to: scheduling, payroll, performance management, progressive counseling, conflict resolution and all other issues related to managing team members. ensuring company policy and procedure is administered fairly and consistently.

Ensures customer satisfaction is maintained at a high level.

Participate in resolving all customer complaints and disputes.

Develops business plan on an annual basis.

Sets goals with team in an effort to achieve business plan.

Develop and train team members to support growth of company.

General Office & Receptionist and Customer Service, Multi phone lines, faxes and copying, filming

Computer Literate, Internet Knowledgeable in programs (Excel & Microsoft Word, DOS, Outlook, AS400, Power point, Yardi software)

Communication Skills & Organizational skills & medical terminology

Public Relations & Leasing Agent working with contracts & lease signings

Accounting, Accounts Receivable & Payable, Prepare Budgets

Legal Notices ( evictions & collections) Section 8 Housing & Tax credits, Inspections

**OUTSTANDING ACHIEVEMENTS**

Past President PTA Council  
Past Board Member of Siouxland Cares  
Past Secretary of Siouxland Committee for the Handicapped  
Nominated for Women of Excellence  
Iowa Missing & Exploited  
Vision 20/20 Task Force  
Intervention/Prevention Specialist Gangs/Drugs  
Past Executive Director of Neighborhood Network  
Past Neighborhood Network Treasurer  
Neighborhood Network-President-Past

**Professional Experiences**

**American Residential Communities-Evergreen Village  
Community Manager of 518 Units Sept. 2008-April 2009**

- Develops and maintains manufacturing operations business plans to include all program requirements, labor hours, cycle, production costs, and image
- Provides input to the development of product strategy and research and development of new and emerging products
- Establishes production and quality control standards, develops budget and cost controls, and obtains data regarding types, quantities, specifications, and delivery dates of products ordered
- Provides guidance to the development of a manufacturing process plan, including personnel requirements, material needs, subcontract requirements, facility needs, and tooling and equipment needs
- Ensures all established costs, quality, and delivery commitments are met.
  
- Reviews production and operating reports and directs the resolution of operational, manufacturing, and maintenance problems to ensure minimum costs and prevent operational delays
- Performs administrative activities associated with the effective management of shop operations, including compiling, storing, and retrieving production data for reports.
- Determines responsibilities of assigned organization and staff positions to accomplish business objectives
- Trains and ensures all assigned employees are aware of and comply with company, government, and customer policies, procedures, and regulations

Interpersonal - Maintains confidentiality. Team Work - Able to build morale and group commitments to goals and objectives. Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Fosters quality focus in others; Improves processes, products and services; Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals. Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources. Organizational Support - Follows policies and procedures; supports organization's goals and values.

IMM Investors Management & Marketing Sept. 2006-November 2007

On-Site Property Manager, Ridge Oaks Apartments 132 Units

Meeting budgeted income, expense and leasing goals.

- Evaluating unit prices in accordance with the market and budgeted goals.
- Hiring, supervising and motivating leasing staff and maintenance staff.
- Conducting weekly meetings with leasing and maintenance staff.
- Developing an annual marketing plan and conducting marketing reviews on a monthly basis.
- Oversight of resident services and activities.
- Maintaining a monthly budget control log and approving all invoices for expenses.
- Obtaining bids for all contract services and overseeing routine capital projects
- Evaluating the leasing staff in regard to leasing guidelines
- Training all staff members on proper leasing techniques and resident service.
- Ensuring that the onsite staff provides the highest level of service to residents.

Per Mar Security, 2005- November-June 2006

Position: Shift Security Officer

Supervising all security operations at the Mid-American Energy plant and other properties of Mec being commerical properties. Training all incoming Security Officers on how to handle any public safety issues of any employed staff or any medical emergencies, trained to do CPR or First aid. Supervising all functions that MEC hosts thru out plants. Mobile patrol and foot patrol, running the communication center, monitoring all alarms, doing surveillance of highly sensitive areas thru out premises of Mec.

Mercy Medical Center, 2004-June 2005

Position Held Admitting Representative in Emergency Room

Interview patients and/or relatives and enter data in computer, insurance information of patients, order entry, escorting patients to ancillary departments and nursing floors. Good telephone etiquette. Worked closely with emergency room personnel

and other departments. Communicate professionally with patients, nursing areas, physicians, etc.

Gateway, 1996-2002

Sales Agent for Gateway Products inbound and outbound calls. Customer Service. Selling Computers, Laptops ,Desktops ,Plasma, software & accessories.

October 1989-2003

June Darwin Owner of Family Owned Rental Properties

Position Held Property Manager Multi Units

All Property Manager duties such as: Leasing & Accounts and Receivables, bookkeeping, all office duties, contracting labor and maintenance work and customer service, public relations skills, knowledge of city codes and legal issues, and being on call 24/7 to any emergencies that arises, answering questions, being involved in neighborhood functions.

EDUCATION

Western Iowa Tech College

Business Management, Unit Secretary

West High School, Sioux City, IA