

ANGELA HAWKINS

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PROFESSIONAL EXPERIENCE

Community Manager—Monroe Groupe LTD (12/2013-Present)

- Manage 26 Section 8/Tax Credit units in Northglenn, CO;
- Maintain files in compliance with state and federal directives;
- Process applications for new residents and annual recertifications;
- Collect and post all rents, post notices, and demands for compliance;
- Prepare property for state inspections and file audits;
- Process all resident evictions and move outs.

Portfolio Manager—Ross Management Group (08/2013-10/2013)

- Managed portfolio consisting of 13 properties, totaling 283 units across Denver, Lakewood, Littleton, Aurora (Mod Rehab, Tax Credit, HOME, and RTC).
- Collaborated with non-profit partnerships to facilitate housing for underserved residents through MHCD, Urban Peak, St. Francis Center, Colorado Health Network.
- Compiled and completed annual HOME and HOPWA reports for state compliance requirements.
- Maintained files in compliance with state and federal directives.
- Processed applications for new residents and annual recertifications.
- Collection and posting of all rents, notices, and demands for compliance.
- Set up new offices and organized and facilitated new procedures and policies, as well as software implementations for Yardi Voyager.
- Responsible for interviewing, hiring and overseeing caretaker staff affiliated with each property in which they reside.
- Processed all resident evictions and dispos related to move outs.

Regional Property Manager—Continental Divide Management (11/2012-07/2013)

- Manage a portfolio consisting of approximately 35 properties, totaling 470 units (PRAC, Mod Rehab, Tax Credit, HOME, & RTC) across Denver, Lakewood, and Aurora.
- Responsible for collaborating with non-profit partnerships, such as MHCD, Colorado Health Network, CAP, Urban Peak, and St. Francis, in order to facilitate housing for the chronically homeless, mentally ill, and disabled veterans of the greater Denver area.
- Decreased vacancy by 25% within a six-month period.

Community Manager/Administrator

(09/2011 – 11/2012)

- Managed 85 units and acted as Community administrator for those units as well as an additional property with 100 units
- Successfully implemented strategies ensuring a successful bank audit after 3 years of audits with “major findings”
- Maintained files for one property and implemented file standards for the sister property
- Used acquired landlord legal expertise to successfully navigate false claims from difficult tenants
- Maintained and set up vendor relations for both properties
- Acquired knowledge and use of Quickbooks 2012 for property accounting
- Recorded monthly rents and payables in a timely fashion
- Maintained outstanding accounts receivable of less than \$50.00 per month on average
- Coordinated and facilitated Section 8 housing inspections and lease renewals for approximately 45 residents/prospective applicants annually

Property Management

(06/2009-09/2011)

Property Manager

- Managed numerous multi-family properties over the course of 2+ years— between 150-300 units. Responsible for management of leasing staff, assistant manager, and maintenance staff.
- Responsible for weekly submission of payables into Yardi Voyager; budget planning and compliance; tax credit compliance for resident files; accounting duties for the property, to include posting of rents and monitoring each resident’s account ledger for accuracy; weekly reports and marketing ideas; resident relations, retention, and compliance, including issuance of legal notices and evictions; marketing and recruiting new residents.
- Reduced outstanding accounts receivable by \$50K in the first two months at Parkview Village and Parkview Village West.
- Maintains aged receivables of less than \$1500/month for both Parkview Village and Parkview Village West— 150 Low-Income/Affordable Housing Units combined.
- Facilitated million-dollar rehab effort for property upgrades through Jefferson County Housing Authority April 2010-July 2011
- Knowledge of Section 8 Housing Assistance program; coordinates with subsidy providers on behalf of current and prospective residents, to include compliance relating to annual housing inspections and lease renewals.

Assistant Property Manager

(05/2009-12/2009)

- Duties included coding and posting payables in Yardi Voyager; completing recertifications in compliance with Government Housing Program Section 42; performing general administrative duties; assisting the manager in daily duties as needed; coordinating with attorneys and the Sheriff’s department for eviction procedures; handling resident issues and relations.

Leasing Agent

(05/2008-05/2009)

- Completed duties related to successful leasing and marketing of the property
- Completed all paperwork for prospective applicants in accordance with Fair Housing and Government Housing Program Section 42.
- Responsible for shopping other properties bi-weekly and compiling data for Market Surveys to be submitted to management.

Previous Employment History

(06/1989-07/2013)

Ross Management Group

- Leased and managed various portfolio properties with specialized knowledge of Affordable/Low Income Housing guidelines and procedures; Maintained accurate bookkeeping; collection of rents; processed evictions; maintained resident relations; executed lease applications and renewals in accordance with Section 42 Housing and HUD requirements. Achieved 100% occupancy within first twelve months at that property and maintained that occupancy for an additional nine months.

The Estate of Ronald L. Eisler/Carol Wick-Eisler, LLC

- Performed duties in accordance with property management of a conventional property with 85 units; performed duties consistent with Regional Manager as Community Administrator for two sister properties in the Denver area; performed duties consistent with personal and administrative assistant for property owner's personal business

Colorado State University Global Campus

- B. S. in Organizational Leadership

Pikes Peak Community College/Colorado College

- Online Class Tutor for English 090 for Larry Giddings, in which students were assisted in understanding assignments; one-on-one tutoring sessions were conducted to enhance students writing skills; worked with ESL students; demonstrated assignment rubric techniques.

Globe Charter School

- Filled in as on-call substitute teacher, as well as performed administrative assistant functions to the school principal and her staff.

United States Air Force

- Performed Air Traffic Control duties for both the Tower and Radar facilities; communicated and gave instruction to pilots in accordance with FAAH 6110.65 to

facilitate safe air travel and mission training; completed inter and intra facility communications to facilitate safe handling of aircraft and flight missions.

SKILLS: MS Office (Word, Excel, Power Point, Outlook), Yardi Voyager, Typing (80 WPM), 10-key; Quickbooks 2012, OneSite, OpsTechnology, SecureSystems.

EDUCATION: B. S. Leadership—graduated 12/2013.

CERTIFICATES: Basic & Advanced Fair Housing; LIHTC; SHCM

References available upon request.