

**Sarah Wullner**

7333 Warhol Dr.  
Sun Valley, NV 89433

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sarahstuart.wullner@gmail.com

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**OBJECTIVE**

I desire a professional management position as a Community Association Manager either in dedicated or portfolio capacity. My main objective is to secure a position where I can be a positive asset to the organization by consistently producing positive results and providing highly effective work performance. This will be demonstrated by showing strong leadership skills and establishing strong working relationships with the Board of Directors of any account/portfolio to which I am assigned.

**WORK EXPERIENCE**

**Equus Management Group** 2017-present

PROVISIONAL COMMUNITY MANAGER (portfolio)

Provisional CAM License #8659, May 19, 2016

- Portfolio of 5 Associations (4 HOA / 1 LMA)
- Routine and special project management
- Association Budgets/Financials
- Collections/Delinquencies
- Minutes
- Board Packets
- Violation inspections

**Highland Ranch Homeowners Association** 2015-2017

PROVISIONAL COMMUNITY MANAGER (onsite 1626 homes)

Provisional CAM License #8659, May 19, 2016

- Work under a Supervising CAM
- Collections/Delinquencies
- Minutes
- Board Packets
- Handle homeowner situations
- Violation Inspections
- Board Meetings

**Applied Staffing Solutions/NCR/Legacy** 2013-2014

DATA ENTRY PROCESSOR

- Worked with multiple programming
- Process orders for AT&T
- Email/Outlook
- Warehouse

**Law Office of Lawrence B. Bernard, Esq.** 2012-2013

LEGAL SECRETARY

- Draft and file pleadings
- Maintained court calendar
- Process incoming mail to appropriate parties
- Maintain client files

**AppleOne/Arvato Digital Services/Microsoft** 2011-2012  
DATA ENTRY

- Processed, validated, and invalidated contracts
- New agreement creation, purchase order generation and contract issue resolution.
- Invoice auditing

**Woodland Village Homeowners Association, Reno, NV** 2009-2011  
OFFICE ASSISTANT/COMPLIANCE OFFICER

- Knowledge of CC&Rs
- Collections
- Newsletters
- Minutes
- Board Meetings
- Violation Inspections

**SKILLS & ABILITIES**

- MS Office
- PILB; expires 2017
- Prepare and send mailings
- Bid Procurement
- Work with Vendors
- Lawsuits/Lawsuit Binders
- Customer service
- Ability to multi-task
- Great work ethic
- Board Packages/Minutes
- Newsletters
- Publisher
- Time management skills
- Dependable
- Self-starter
- Team Player
- Training employees
- Delinquency Reports

**EDUCATION / CERTIFICATES**

**Notary Public** Expires January 2020  
State of Nevada

**Understanding Habitational Risk** September 2016  
Betsi Williams/Patrick Ward  
Certificate of Completion

**Mediation and How to Prepare the Board** August 2016  
Maddox, Segerblom & Canepa, LLP  
Certificate of Attendance

**2015 Nevada Legislative Update** July 2016  
The Clarkson Law Group  
Certificate of Completion

**Five Hot Topics** November 2015  
Stacey Spoerl, Ombudsman  
Certificate of Attendance

**Associate of Paralegal Studies** 2009 -2011  
Career College of Northern Nevada, Reno, NV  
Graduated July 2011, GPA 3.6

February 24, 2017

To Whom It May Concern:

I have been a Supervising Community Manager for Sarah for almost a year. Sarah is a great asset to the HOA and has many great qualities. She is ambitious, hard-working, honest and most of all goal driven. I have always trusted Sarah in her duties. She does what she says she is going to do.

Any company would be lucky to have her and I have high hopes for her future in any industry. She is great to work with and is always joyful. She would be an asset to anyone that hires her.

Please don't hesitate to contact me with any questions. [pcates@associasn.com](mailto:pcates@associasn.com) or 775-560-1820.

Thank you,

Piper Cates

Supervising CAM

Associa Sierra North

RE: Sarah Wullner

March 1, 2017

To Whom It May Concern,

I am writing to recommend Sarah Wullner for a position with your organization. I believe that Sarah would be an asset to any team she works with.

I have had the opportunity to work with Sarah in the community management environment. Our working relationship started when she was an Administrative Assistant at an onsite HOA office that I was overseeing. Sarah took on the challenge to advance in the industry and transitioned into a Provision Community Association Manager. During my time working with Sarah, both as an Admin and Provisional Manager, I found her to be smart, resourceful and passionate about the community management industry.

Sarah is on her way to becoming an excellent community manager. Her enthusiasm to do a good job, to pay attention to detail and to strive for exceptional customer service makes her a good find for any employer.

I hope that you will give Sarah the opportunity to show you what she can do for your organization. Please feel free to contact me if you would like any additional information.

Sincerely,

*Jeanne Tarantino*

Jeanne Tarantino, CMCA, AMS, PCAM  
Nevada Certified Supervising Community Manager  
775-287-9739  
[jmt3324@gmail.com](mailto:jmt3324@gmail.com)

Debora Costa

2756 Dome Ct., Sparks, NV | 775-745-2991 | [dcosta\\_6170@yahoo.com](mailto:dcosta_6170@yahoo.com)

March 2, 2017

Dear Hiring Manger,

I am writing to recommend Sarah Wullner for a position with your organization. She would serve as a valuable asset to your team.

I've had the opportunity to work with Sarah in her capacity as an Administrative Assistant, then Provisional Community Manager at my organizations on-site community associations.

Sarah took her skills she had learned in a previous role and furthered her education to obtain a Community Management license. Sarah is extremely eager to succeed and it important to her that she does a great job. Sarah also has the ability to handle complex tasks with little direction.

I would consider hiring Sarah for our organization; however do not have a position available at this time. I'm sure you will find it a pleasure to work with Sarah. Please feel free to contact me if you would like any additional information.

Sincerely,



Debora Costa

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[www.linkedin.com/in/deboralcosta](http://www.linkedin.com/in/deboralcosta)