

# Nancy Kelly

Community Manager, Realtor, Property Manager

## Contact

6945 Caspian Tern St  
N Las Vegas NV 89084  
702-596-2887  
nstartllc@gmail.com

## Certifications

CAM License  
Property Management  
Certificate  
Licensed Broker  
Licensed Realtor

## Key Skills

Project management  
E-mail/Phone Etiquette  
Microsoft Office & G Suite  
Organization  
Collaborative skills  
Scheduling  
Rent Manager, VMS, TOPS  
Windows proficient  
Detail Oriented

## Objective

As an experienced Community Manager, my primary objective is to support the Board and advise them of what is needed for their community to properly function. I help create a warm and productive work environment by communicating with co-workers, employees, Board members and vendors and ensuring we are all on the same page and headed towards a goal that benefits the greater good.

## Experience

JANUARY 2021 – AUGUST 2024

**Community Association Manager** | Nevada Community Management

Answer calls and emails from vendors and Board members about issues in the community. Ensure all mailings are sent in the correct timeframe per NRS. Attend and run all HOA meetings. Put together all agendas, newsletters and memos to go out to the community. Request bids for needed repairs and maintenance of the community. Schedule all Board meetings, community walks and other appointments requested by the Board or vendors. Create all community budgets. Ensure all duties are done in an efficient and timely manner. Maintain positive relationships with all homeowners, vendors and Board members.

FEBRUARY 2016– JANUARY 2021

**Community Association Manager** | Shannon Day Realty

Answer calls and emails from vendors and Board members about issues in the community. Ensure all mailings are sent in the correct timeframe per NRS. Attend and run all HOA meetings. Put together all agendas, newsletters and memos to go out to the community. Request bids for needed repairs and maintenance of the community. Schedule all Board meetings, community walks and other appointments requested by the Board or vendors. Create all community budgets. Ensure all duties are done in an efficient and timely manner. Maintain positive relationships with all homeowners, vendors and Board members. Perform AR & AP duties including processing

payments, cutting vendor checks, sending collections notices and late notices etc. Properly reconcile all HOA bank accounts. Execute financials packets monthly.

JANUARY 2014 – MARCH 2016

**Onsite Community Association Manager** | Chalet Vegas

Answer calls and emails from vendors and Board members about issues in the community. Ensure all mailings are sent in the correct timeframe per NRS. Attend and run all HOA meetings. Put together all agendas, newsletters and memos to go out to the community. Request bids for needed repairs and maintenance of the community. Schedule all Board meetings, community walks and other appointments requested by the Board or vendors. Create all community budgets. Ensure all duties are done in an efficient and timely manner. Maintain positive relationships with all homeowners, vendors and Board members. Perform AR & AP duties including processing payments, cutting vendor checks, sending collections notices and late notices etc. Properly reconcile all HOA bank accounts. Execute financials packets monthly.

JANUARY 2006 – JANUARY 2009 & JANUARY 2013 – JANUARY 2014

**Community Association Manager** | Castle Management

Answer calls and emails from vendors and Board members about issues in the community. Ensure all mailings are sent in the correct timeframe per NRS. Attend and run all HOA meetings. Put together all agendas, newsletters and memos to go out to the community. Request bids for needed repairs and maintenance of the community. Schedule all Board meetings, community walks and other appointments requested by the Board or vendors. Create all community budgets. Ensure all duties are done in an efficient and timely manner. Maintain positive relationships with all homeowners, vendors and Board members. Complete monthly drive thru inspections.

#### Professional References

Kenyatta Robinson – 702-682-9838

Kimberly Victoria – 702-324-2406