


AMY FOX

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 352-415-2131

 Gainesville, FL 32605

PROFESSIONAL SUMMARY

- Awarded Property Manager of the Year for the North Central Florida Apartment Association for 2023.
- Graduated Leadership Lyceum with the Florida Apartment Association
- Advisory Council for the Florida Apartment Association
- Board Member of the North Central Florida Apartment Association
- Graduate of Leadership Gainesville
- CAMT Certified (Certificate of Apartment Maintenance Technician)
- CAPS Certified (Certified Apartment Portfolio Specialist)
- Legislative Committee for the North Central Florida Apartment Association - I go to Tallahassee at the beginning of every session to lobby for fair housing
- EPA Certification
- Real Estate Sales Associate License
- President of Prosperity Management

Persistent leader eager to lead and grow organizations. Skilled in strategic planning, problem-solving, and communication with good understanding of business principles, project management and team leadership. Collaborative with relentless work ethic.

SKILLS

- Contract Management
- Operations Oversight
- Media Relations
- Regulatory Compliance
- Revenue Growth
- Talent Recruitment
- Staff Management
- Partnership Development
- Company Representation
- Brand Management
- Staff Training
- Financial Leadership
- Event Planning

EDUCATION

Saint Leo University
Saint Leo, FL • Expected in 12/2024

BBA: Accounting And Finance

Auburn High School
Auburn, AL • 06/1998

High School Diploma

WORK HISTORY

Prosperity Management Company Of Florida, LLC - President and Property Manager

Gainesville, FL • 01/2020 - Current

- Hired and managed employees to maximize productivity while training staff on best practices and protocols.
- Cultivated strong relationships with external partners to foster collaboration and maximize resources.
- Developed and implemented new strategies and policies to establish long-term business objectives and provide strong and sustainable organizational leadership.
- Monitored financial performance and implemented measures to enforce compliance with budgetary standards.
- Reduced operational costs through strategic cost management initiatives.
- Developed and implemented new strategies and policies in collaboration with executive partners to establish and achieve long-term business objectives, providing company with strong and sustainable organizational leadership.
- Managed and motivated employees to be productive and engaged in work.
- Accomplished multiple tasks within established timeframes.
- Maintained professional, organized, and safe environment for employees and patrons.
- Cross-trained existing employees to maximize team agility and performance.
- Onboarded new employees with training and new hire documentation.
- Communicated effectively with owners, residents, and on-site

associates.

- Collected and maintained careful records of rental payments and payment dates.
- Conducted regular inspections of both interior and exterior of properties for damage.
- Implemented and enforced policies and procedures to maintain properties to highest standards.
- Introduced and monitored effective lease renewal programs to maintain high occupancy rates.
- Maximized rental income while minimizing expenses through effective planning and control.
- Developed annual operating budgets and forecasts, as well as sales and marketing plans.
- Closely monitored accounts to post timely payments and resolve billing discrepancies.

Union Properties Of Gainesville - Administrative Assistant

Gainesville, FL • 04/2015 - 01/2020

- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Restocked supplies and placed purchase orders to maintain adequate stock levels.
- Executed record filing system to improve document organization and management.
- Scheduled office meetings and client appointments for staff teams.
- Developed and updated spreadsheets and databases to track, analyze, and report on performance and sales data.
- Assisted development and implementation of new administrative procedures.
- Sorted and distributed office mail and recorded incoming shipments for corporate records.
- Managed filing system, entered data and completed other clerical tasks.
- Assisted coworkers and staff members with special tasks on daily basis.
- Volunteered to help with special projects of varying degrees of complexity.
- Opened and properly distributed incoming mail to promote quicker response to client inquiries.

Union Properties Of Gainesville - Assistant Property Manager

Gainesville, FL • 04/2013 - 01/2020

- Completed final move-out walk-throughs with tenants to identify required repairs.
- Kept accurate records of all resident and tenant correspondence.
- Established strong, professional relationships with residents by promoting team collaboration and delivering exemplary service.
- Showed apartments to potential tenants and answered questions regarding community.
- Escalated major issues to property manager for immediate remediation.
- Responded to messages and inquiries from various parties and used well-developed active listening and open-ended questioning skills to promote quick issue resolution.
- Inspected common areas for cleanliness and notified maintenance of

overflowing trash.

- Processed security deposit refunds.
- Conducted property showings to highlight features, answer questions, and redirect concerns to close contracts.
- Coordinated appointments to show marketed properties.

M&S Bank - Accounting Specialist

Gainesville, FL • 02/2009 - 07/2013

- Applied proper codes to invoices, files, and receipts to keep records organized and easily searchable.
- Investigated daily variances and corrected errors to resolve discrepancies.
- Reported financial data and updated financial records in ledgers and journals.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Handled various accounting transactions.

Bank Of Ann Arbor - Teller Service Manager

Ann Arbor, MI • 12/2000 - 05/2009

- Balanced cash drawer daily and resolved discrepancies to provide accurate data regarding cash flow.
- Answered customer inquiries regarding account balances, transaction history, services charges, and interest rates.
- Processed customer transactions promptly, minimizing wait times.
- Disbursed cash and checks accurately while maintaining security of cash drawers.
- Maintained in-depth knowledge of bank products and services to provide appropriate recommendations to customers.
- Learned about customer's financial needs, established trust, and optimized sales opportunities resulting in quality customer service.
- Answered telephone inquiries on checking and savings accounts, loans, and lines of credit.
- Identified sales opportunities and referred customers to branch partners in financial services.
- Assisted with training of new tellers on policies and procedures.
- Maintained accurate records of customer transactions in line with bank procedures.
- Assisted customers with banking needs and inquiries.
- Cross-sold credit cards, loans and other bank products.
- Arranged monies received in cash boxes and coin dispensers according to denomination.
- Processed applications for new accounts.
- Opened new accounts for members