**Denise Carter Frazier**

**Deef1961@gmail.com** **or** **deefrazier@aol.com**

**602-793-2448**

***Highlights & Qualifications***

* Over 30 years professional managerial and customer service experience
* Proven experience in budget, financial management and cost analysis ($4.5M)
* Efficient skill in hiring, training and supervising employees (7 employees)
* Dedicated to solving conflicts and problems
* Excellent oral and written communication
* Highly motivated, organized, independent and able to meet deadlines

***Relevant Experience***

* Prepared one hundred thousand to four million dollar budgets, presented to Owners and Board of Directors
* Consistently maintained operating levels within allocated budgets
* Proficient in Age Restricted communities and guidelines
* Experience in On Site, Portfolio and Vacation Rental management
* Negotiated cost effective measures with Vendors and Contractor, implemented and awarded contracts
* Organized various social and professional events, activities and functions
* Established educational curriculum for new managers and board training
* Fluent in bookkeeping procedures and collections
* Well versed in marketing and presentations

***Employment History***

4/22 – Present Vacation Rental Manager - Beth Frazer Real Estate & Rentals, Oriental NC

11/14 – 4/22 General Manager – Solera Chandler Homeowner’s Association, Chandler, AZ (On-Site)

01/10 – 11/14 Portfolio Senior Manager/Educational Coordinator – Brown Community Management, Mesa, AZ

05/07 – 01/10 Director of Business Development – Desert Systems Landscaping, Phoenix, AZ

***Education/Affiliations***

AZ Association of Community Managers

American Management Association

Community Associations Institute

NC Real Estate

Streamline University

Virginia Commonwealth University