

NICOLE TILSON

COMMUNITY ASSOCIATION
MANAGER
REAL ESTATE INVESTMENT
MANAGER

CONTACT



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Fort Lauderdale, Florida 33309

SKILLS

- Communication, organizational, and analytic skills
- Data Analysis
- Project Management
- Digital Marketing
- Client retention & satisfaction
- Cast and Crew Supervision
- Financial Management
- Rules and Regulations
- Financing and closing transactions.
- Contract negotiations
- App-Folio management application
- QuickBooks - Excel

LANGUAGES

- **French**
Fluent
- **English**
Fluent

PROFESSIONAL SUMMARY

Bring over 15 years of experience in real estate investment and community association management.

Managed a luxurious condominium project of \$16MM and an ocean condominium association of 32 units with a proven track record in elevating property value and client satisfaction. Motivated professional with a commitment to top-tier performance. Strong leadership and motivational skills and a focus on customer satisfaction. Maximize quality assurance through compliance with regulatory guidelines and training initiatives. Unwavering commitment to customer satisfaction, with the ability to build productive relationships, resolve complex issues, and win customer loyalty.

EXPERIENCE

January 2020 - January 2024

Director Community Association Management Division

Florida Property Management Services, LLC

- Integral in ensuring that properties under the company operate efficiently and meet quality standards.
- Verify that properties add value and remain at top occupancy.
- Developed a rapport with potential contractors and providers by leading property tours and displaying a complete knowledge of all property amenities.
- Utilized industry expertise to develop, establish terms and conditions, enforce compliance, and lead issue resolution.
- Maintained cleanliness of grounds through consistent maintenance and scheduled repairs as needed.
- Executed regular property inspections to locate any damage and document areas of concern.

January 2005 - Present

Real Estate Manager - Broker

Florida Premier Real Estate, LLC

- Maximize profitability and client satisfaction through proficient management of commercial and residential property portfolios and direct the entire process from prospecting and land acquisition to valuations, due diligence, and closing.
- Exemplified excellent property management abilities by overseeing residential properties for selected investors valued over 15 years including leasing, payment collection, and evictions.

EDUCATION

Certification as an Accounting Specialist

University of Montreal-Hautes Etudes Commerciales

Certification in Project Management

CCIM Institute Chicago

CERTIFICATIONS

- Florida Licensed Community Association Manager (L.CAM)
- Certified Commercial Investment Member (CCIM)
- Florida Licensed Real Estate Broker (BK)
- Real Estate Under IRS Section 170
- The Ultimate Guide to Assisting the Foreign National with the Purchase, Sale & Management of U.S. Real Estate
- EB-5 & E-2 Investor Immigration Program, USA Visa

OTHER ACHIEVEMENTS

Led negotiations, contract analysis, lease review, renovation supervision, and marketing for a 20,000-square-foot commercial office property with a 93% occupancy rate. Deployed expertise in cutting-edge marketing campaign development by capturing images that elicited more than \$4.5M in commercial and residential closings.

ADDITIONAL INFORMATION

Member of Community Association Management (CAM University.com)

Active in raising funding for exotic and domestic animals.