

**JENNY ANNETTE RONNING**  
**690 Old Horatio Avenue**  
**Maitland, FL 32751**  
**407.539.2403 Home**  
**407.468.5801 Cell**

**OBJECTIVE**

I am a highly energetic, hardworking and result-oriented professional, with a solid background in property management and maintenance. My commitment to the highest standards of performance and fiscal responsibility insure the best financial return possible for the property owner. I am self-motivated and thrive on developing business in upstart markets. I have creative and innovative approaches to marketing and draw additional interest by tapping well-established professional relationships I have cultivated in the Orlando area for the past 15 years. I am an effective communicator offering a proven background in leadership, training and development, and budget control.

**EXPERIENCE**

**Del American, Inc. --- Regions Bank**

Operation & Marketing Director

New Construction Luxury Condo's/Luxury AAA+

05/08 – 06/10

- Determine which items or services are to be purchased for the property, prepare specifications, solicit and evaluated bids for contract services, negotiate or approve contracts, and monitor contracts.
- Supervise property collections, including the handling of property receipts , Accounts receivable, Accounts payable, prepare, present and implement annual property budgets, including capital expenditure budgets, or review, authorize and monitor such budgets prepared by others.
- Implementation of polices and procedures through training in marketing and sales; mentoring and supporting sales managers and property manager and staff to achieve goals and encouraging a spirit of teamwork.
- Worked as liaison for Regions Bank during the multi-million dollar sale of the property.
- Developed marketing programs for a multi-million dollar property
- Analyze market conditions and recommend, or approve the property's rental rates.
- Interface with Advertising Agencies (creative/design groups) to develop media plans, branding packages including logo design, collateral materials, web site design and event planning.

**CondoHQ Orlando, LLC**

Managing Director

07/06 – 2/08

- Manage all day to day business operations of CondoHQ and direct all sales effort of multi-million dollar condo's & condo-conversion projects for developers/owners and secure new business.
- Supervise CondoHQ marketing department.
- Put necessary operational controls/procedures in place and work closely with COO.
- Analyze market conditions and new projects within the Central Florida.
- Multi Site implementation of polices and procedures through training in marketing and sales; mentoring and supporting on site sales operations plans to achieve goals and encouraging a spirit of teamwork.
- Interface with Orlando Officials and community leads with regards to CondoHQ and affiliate companies, Olde Town Brokers and Urban Life Management.

**Signature GMAC Real Estate**

Director, Builder & Developer Division

10/04 – 6/06

- Direct all sales efforts for selling multi-million dollar condo's & condo-conversion projects for developers/owners and secure new business.
- Analyze market conditions and new projects within the Central Florida.
- Multi Site implementation of polices and procedures through training in marketing and sales; mentoring and supporting sales managers and staff to achieve goals
- Interface with Advertising Agencies (creative/design groups) to develop media plans, branding packages including logo design, collateral materials, web site design and event planning.
- Marketing outreach programs to all local brokerage and investment communities.

**Del American, Inc.**

Multi Site Operation / Marketing Director

New Construction Luxury Condo's/Luxury AAA+

09/00 – 10/04

- Developed marketing programs for a multi-million dollars property portfolio for sale of condominiums and luxury apartment developments in Florida and Nevada.
- Analyze market conditions and recommend, or approve the property's rental or sales rates.
- Supervise property collections, including the handling of property receipts , Accounts receivable, Accounts payable, prepare, present and implement annual property budgets, including capital expenditure budgets, or review, authorize and monitor such budgets prepared by others.
- Multi Site implementation of polices and procedures through training in marketing and sales; mentoring and supporting sales managers and property manager and staff to achieve goals and encouraging a spirit of teamwork.
- Determine which items or services are to be purchased for the property, prepare specifications, solicit and evaluated bids for contract services, negotiate or approve contracts, and monitor contracts.

**Park Central Property Management, L.L.C.**

Multi Site Operation / Marketing Director

New Construction/Student Housing/Tax Credit/Luxury AA, 5 properties

1/98 – 09/00

- Establish or maintain management controls and analyze the property's performance, including forecasting projections in marketing expenses for the year.
- Determine which items or services are to be purchased for the property, prepare specifications, solicit and evaluated bids for contract services, negotiate or approve contracts, and monitor contracts.
- Supervise property collections, including the handling of property receipts , Accounts receivable, Accounts payable, prepare, present and implement annual property budgets, including capital expenditure budgets, or review, authorize and monitor such budgets prepared by others.
- Perform regular property inspections and take appropriate action in accordance with established policies and procedures.
- Multi Site implementation of polices and procedures through training in marketing and sales; mentoring and supporting managers and staff to achieve goals control expenses per budget for owners.
- Identify, analyze and implement, or approve, capital improvement or replacement programs, including but not limited to maintenance or remodeling programs and resident improvements.

**AIMCO, Orlando, FI**

Start Team – Operation/Marketing

Multi Site Management – throughout United States

05/95 – 12/97

**EDUCATION**

B. S. Business Administration  
1993 Florida Real Estate License

1988 University of Central Florida  
2001 Certified Apartment Manager (CAM)

**REFERENCE AVAILABLE UPON REQUEST**

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JRonning@cfl.rr.com**

To Whom It May Concern:

In the interest of exploring a career opportunity within your Organization, I am enclosing my current resume for your consideration.

I am seeking a position that values a strong background in Management, Operation, Public Relations and Business Development. I have 15 years experience in positions as Business Manager, Multi-Site Management, Operation Director and Multi-Site Marketing Director.

My managerial expertise has fostered a trusting, loyal relationship with employers and co-workers, and I have managed several sites with up to 100 employees under my supervision. I am a hard-working professional who is also highly motivated and confident.

I welcome the opportunity to further discuss my qualifications for potential employment. Thank you for your consideration.

Respectfully,

Jenny A. Ronning