

JOHN B. SIMS III, CMTE, LCAM
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Dear Board of Directors,

Please accept the attached application and resume for your review regarding your currently advertised career opportunity for Property Manager. As a proven leader recognized for complete business and property operations management, I am also a dynamic, highly focused professional with well over ten years of direct, hands-on experience in and property management and maintenance, engineering, manufacturing, telecommunications and information technology.

I pride myself by being open minded with impeccable business judgment, detail oriented and able to clearly develop, communicate, define and implement strategic and operational initiatives of the Board of Directors.

I am dedicated to both internal and external customer service and fully committed to excellence. In addition to my keen knowledge of business and operations involving cutting-edge technologies, I also offer extreme proficiency in commercial, mixed-use, luxury and high rise properties, large condominium and homeowner's associations, historic properties and restoration of the same, contract management and negotiations, 558 construction defect litigation and restoration, 10 and 40 year building certifications, Emergency Life Safety Systems, building codes and local laws, vendor management, HVAC, infrastructure and building engineering, security systems and management, and human resources management.

My background also includes extensive 'C-Suite' and board of directors' experience in addition to extensive knowledge of building systems management and maintenance experience to the component level on the most advanced infrastructure and systems available. My business acumen, high ethics standards, technical expertise, proven leadership and outstanding property management capabilities have highly contributed to numerous successful projects and corporations.

My skill sets also include business planning, writing business plans, organizing and problem solving, team building, contract negotiation, budgeting and research. I hold a State of Florida Community Association Manager License, a Real Estate Sales Associate license and am currently in the process of improving my professional development skills by obtaining my Professional Property Management and Project Management Professional certifications.

I have excellent interpersonal skills and the keen ability to communicate effectively with a consultative approach to conflict resolution and team-building. The attached documents outline my career accomplishments. If you are interested in a self-motivated, highly experienced and very competent candidate, I would welcome the opportunity to discuss my qualifications in detail with you. I appreciate your time to review my qualifications, and I look forward to an opportunity to meet with you.

Sincerely,

John B. Sims III, CMTE, LCAM

Attachments