

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

Please accept the attached application and/or resume for your review regarding your currently advertised career opportunity. 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, building inspections, maintenance, engineering, telecommunications and information technology.

I pride myself by being a team leader with impeccable business judgment, detail oriented and able to clearly develop, communicate, define and implement strategic and operational initiatives. I am dedicated to five-star customer service and fully committed to excellence.

I offer extensive experience in Class A commercial, mixed-use, luxury and high-rise properties, large condominium and homeowner's associations, and historic properties. I have managed complete building restorations, vendor contracts and negotiations, 558 construction defect litigation, 10 and 40-year building certifications, and Emergency Life Safety Systems. I have very keen knowledge of 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 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.

My skill sets also include project management, organizing and problem solving, team building, contract negotiation, budgeting and technical research. I also have in depth knowledge of state, local laws and ordinances regarding real property operations.

I hold a State of Florida Community Association Manager License, a Florida Real Estate Sales Associate license, a Florida Residential Home Inspector license and a nationwide Certified Property Inspector certification.

The attached resume outlines my career accomplishments. If you are interested in a self-motivated, highly experienced and very competent managerial candidate, I would welcome the opportunity to discuss my qualifications in detail with you and how I can help your association to succeed. I appreciate your time to review my application, and I look forward to an opportunity to meet with you.

Sincerely,

John Sims, LCAM, CPI