

Sarai Bernal

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OBJECTIVE

Seeking a management position, in which I am given the opportunity to play a direct role in the ultimate growth and success of an organization.

PROFESSIONAL EXPERIENCE

2009 - Present **Miami Management, Inc.** **Miami, FL**
Sr. Property Manager

- Manage the daily operations of several portfolio accounts through the South Florida area.
- Supervise managers, janitorial, and maintenance staff
- Managed several major projects i.e., reroof, asphalt overlay, sealcoating, painting, 40 year certifications and concrete restorations.
- Manage the yearly budget for the Association properties
- Manage the monthly financials of the Association
- Work closely with Board of Directors and vendors to manage the community projects
- Previously managed an onsite with (7) condominium associations and clubhouse.
- Perform monthly violation inspections

1996 - 2009 **Catalina Lighting, Inc** **Miami Lakes, FL**
Sales Manager

- Worked closely with Executive team and reported directly to VP of Sales
- Managed top sales accounts
- Monitored budget and compared to actual sales
- Performed market data and competitive product analysis
- Worked closely with Marketing and Asia team on new development projects
- Traveled throughout the US to participate in store resets and store grand openings

1992 - 1996 **Navistar International** **Doral, FL**
Sales Administrator for Latin America Division

- Managed the daily operations of international accounts
- Worked with the freight forwards and coordinated the product shipments
- Created customized truck proposals using in-house software
- Worked closely with all the after-market vendors to insure proper shipment and receipt of goods

EDUCATION/LICENSES

2019 **Completed all parts of the General Contractors License Exam**
2012 **Community Association Manager License (CAM)**
2007 – 2009 **Barry University** Bachelor's Degree Credits **Miami, FL**
1995 - 2006 **Broward Community College** Associates Degree **Pembroke Pines, FL**

LANGUAGES

Fluent in English and Spanish

SKILLS

- Proficient in Microsoft Office
- Organized, multi-tasker, efficient, and detailed oriented
- Problem solver, quick learner and team player