
Lyn L Nauenburg

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Summary

Results-oriented professional with a proven track record in project management and conflict resolution. Expert in budget management and regulatory compliance, successfully enhancing stakeholder engagement and financial performance. Adept at fostering client relations and driving operational efficiency, ensuring projects are delivered on time and within budget.

Experience

Beauchamp Realty - Residential Resident Manager Costa Mesa, CA

- Effectively manage daily property operations to attain financial and operational objectives
- Exhibit financial prudence while adhering to approved budget while managing maintenance
- Oversaw lease enforcement, facilitating approvals for applications, discounts, and renewals
- Facilitate mentorship for property staff, driving team goals through strategic hiring, training, and performance management
- Strengthen the client-owner relationship with ongoing updates and effective resolution of owner requests
- Managed low-end properties for Career Strategies, Advanced Management, and Western National across Orange County CA

CTU Consultants - General Manager of Operations Rancho Mirage, California

- Manage the project lifecycle from initiation to completion.
- Coordinate and oversee all daily operations
- Develop project timelines, and manage budget assignments
- Assess data to confirm timely project delivery within budget constraints, adhering to top quality benchmarks
- Amplify communication and conflict resolution techniques to uphold stakeholder engagement and elevate the performance of current projects
- Communicate project progress reports and updates consistently during project timeline to ensure stakeholder awareness of project status
- Supervised all aspects of construction management, focusing on regulatory compliance and efficiency
- Managed legal correspondence, facilitating communication between stakeholders and CSLB
- Conducted skip-trace efforts to enhance recovery of construction-related debts
- Streamlined construction collections efforts to improve overall financial performance

Skills

- Residential property management
- Fair housing compliance
- Resident relations
- Lease negotiation
- Property inspections
- Construction management
- Project management
- Client relations
- Contract negotiation
- Revenue generation
- Relationship building
- Property management software
- Construction management software
- Time management
- Data analysis
- Budget management
- Financial analysis
- Regulatory compliance
- Operational efficiency
- Social media engagement
- Property maintenance
- Conflict resolution
- Training and development
- Stakeholder communication
- Legal correspondence
- Rental Collections
- Evictions

Education and Training

American InterContinental University
Chandler, AZ
Associate of Arts: Business Administration

Certifications

- BCIS Certification
- AP/AR General Accounting Certification
- FHA Certification
- FDCPA Certification