

## Application Form

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### Profile

Cynthia

First Name

Horat

Last Name

cynthia.horat@kcc-management.com

Email Address

3982 INVERRARY DRIVE

Home Address

lauderhill

City

FL

State

33319

Postal Code

Home: (954) 240-4482

Primary Phone

Home: (833) 284-3277

Alternate Phone

### Which Boards would you like to apply for?

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Local Affordable Housing Advisory Committee: Submitted

### Are you a Lauderhill resident?

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Yes  No

### How long have you been a Lauderhill resident?

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### Please select all that apply:

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Lauderhill Business Owner

### Are you a registered voter in Broward County?

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Yes  No

### Do you have a contract or do business with the city?

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Yes  No

### Please list the name of any business you, your spouse, or your child(ren) have a material interest in:

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Property management

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### Interests & Experiences

**Have you served on a City board before?**

Yes  No

**If yes, which board? How many years?**

n/a

**Why are you interested in serving on a board? If you have not attached a resume, please describe any qualifications, skills, and abilities you possess that would directly benefit this board.**

I am licensed LCAM, Realtor and Public notary, I want to be on the board to educate the community and meet new people

Upload a Resume

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**Board Specific Questions**

Question applies to Local Affordable Housing Advisory Committee

**Please select all that apply: \***

(d) A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.

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**Demographics**

**Ethnicity \***

African American

**Gender \***

Female

05/26/1994

Date of Birth

**Cynthia Horat**  
**Lauderhill, Florida 33319**  
**(954)240-4482; cynthiahrt50@gmail.com**

**Objective:**

Licensed Community Association Manager and Realtor pursuing Bachelor's Degree. Skilled in Building Strong Referral Networks, Build Strong Relationships, Communication, Team Leadership, and Team Building. Experience with diverse market segments, knowledge with marketing, and community. Strong communication and organizational skills with outside media, clients, affiliates, properties and viewers.

Specialties: Microsoft Publisher, Excel & Powerpoint, Digital Media use, Yardi, CRM-Knock, MRI residential, One site real page.

**Experience:**

**Cambridge Property Management, West Palm Beach, FL- Property Manager** **February 2020- present**

- Maintains property rentals by advertising and filling vacancies, negotiating and enforcing leases, and maintaining and securing premises.
- Attracts tenants by advertising vacancies, obtaining referrals from current tenants, explaining advantages of location and services, and showing units.
- Ensures that team members follow all safety precautions and procedures while performing duties. Prepares operational procedures for activities such as fire prevention, firefighting, traffic control and parking control.
- Assists in preparation of monthly financial reports and reviews same for accuracy and variance trends. Responsible for maintaining organization and secure keeping of blue prints, maps, plans, etc.
- Inputs/Processes/Closes work orders as required for landscape, maintenance, housekeeping, etc. Maintains Association files, mail, binders, and office supply inventory.

**Housing Authority of Fort Lauderdale, Ft Lauderdale, FL- Community Manager** **January 2017 - January 2020**

- Participate in the development of Standard Operating Procedures and maintain existing procedures. Review processes and ensure they are in compliance with current statute. Manage the communication and compliance of SOPs within teams, managers and internal and external customers.
- Answers telephones promptly and assists residents with questions and concerns. Assists residents with account balance inquiries. Process monthly, weekly and daily invoices.
- Inputs/Processes/Closes work orders as required for landscape, maintenance, housekeeping, etc. Maintains Association files, mail, binders, and office supply inventory.
- Performs property inspections on a weekly basis. Ensures all safety precautions and procedures are followed while performing duties.
- Maintains building systems by contracting for maintenance services and supervising repairs.

**Golden Acres Development, Pompano Beach, FL- Assistant Property Manager** **January 2014 – January 2017**

- Organizes and maintains/prepares schedules, documents, calendars, and/or equipment or supplies.
- Building positive relationships with prospective and current tenants
- Overseeing the timely and successful completion of maintenance requests
- Showing properties to prospective tenants and answering relevant questions
- Preparing and executing detailed and legally compliant lease agreements
- Overseeing all financial procedures including verifying renter income, processing monthly payments and executing default protocols
- Creating organizational systems to support accurate record keeping, efficient financial transactions and prompt renter complaint resolution

**Education & Certificate:**

**Degree:**

Associates of Arts in Social Work , Broward Community College, Fall 2018

**Certificate:**

- License Community Association Management
- HCCP (Housing Credit Certified Professional)
- Real Estate license (3431368)
- PBV & TBV training and certificate
- Public Notary license