

Elaine Daniels Lynch

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Lauderhill, FL 33313

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Profile:

Professional demeanor, organized, dedicated and ambitious with excellent attention to detail, and thirst for knowledge.

Experience:

December 2018 – Present Board President/ Director Castle Gardens Executive Council - Castle Gardens Condominiums Building 6 Lauderhill, FL 33313

Duly elected by the unit owners to manage the day-to-day business, review and sign all contracts on behalf of the association. Responsible for ensuring the boards resolutions are carried out. Attend meetings of the board, prepare for meetings for all residents of Castle Gardens. Make certain that legal, personal and private information regarding members and staff is kept confidential.

January 2014 – Present Board Secretary - Broward County Housing & Community Development Task Force

Responsible for keeping records and documentations for the organization. Ensure meetings are effectively organized and minutes are taken. Maintain effective records along with other administrative duties. Uphold legal requirements of governing documents

January 2015 – Present Board Member - Family Self-Sufficiency Program (FSS) Broward County

Work with the following Housing Authorities: Broward County Housing, Deerfield Beach and the City of Fort Lauderdale. FSS is a voluntary program for all Housing Choice Voucher and holders who wish to improve their financial situation, eliminate their dependence on public assistance and are motivated to changing their lives. HUD assisted families increase their earned income and reduce their dependency on welfare assistance and rental subsidies.

March 2003 – Present – Realtor, Splendor Realty, Inc. Lauderhill, FL 33313

Specializing in providing mentoring service to 1st Time Home Buyers in Broward, Palm Beach and Miami-Dade Counties. Counsel clients on market condition, prices and mortgage. Facilitate negotiations between buyers and sellers. Prepare loyalty contracts, purchase agreements, renta agreements and other documents for real estate transactions.

June 2007 – 2009 Legal Secretary - Legal Aid Service of Broward County Plantation, FL 33317

Support Attorneys and Paralegals with legal research and document management in preparation for civil actions. Scheduled and interviewed clients to determine eligibility for services. Administrative support, including database and file management, answered phones and general office duties.

September 2000 – 2003 Legal Secretary - Office of the Attorney General Civil Rights Division Fort- Lauderdale, FL 33301

Administrative duties such as legal documents preparation and management for major litigation. Scheduled interviews, depositions and assist in filing documents in State Courts. Coordinated conferences and meeting between attorneys, current and prospective clients. Maintained the office master calendar.

Education:

2007 - 2009 City College Fort Lauderdale, FL

Associate in Arts Paralegal Studies 2000- Gold Coast School of Real Estate Tamarac, FL 33321

Gold Coast School of Real Estate Tamarac, FL 33312

Licensed as a Realtor

Northern Eastern University – Boston, MA 02119

Certificate in Paralegal Studies

New Hampshire College Manchester, NH

Bachelor of Science Human Services 1975 – 1977

Skills and Characteristics

Critical Thinking

Microsoft Office Suites

Leadership

Handling Pressure
Adaptability

Problem Solving

Activities and Interests

Environment conservation, Literature, Art, Travel, Swimming and Music

References upon request