

# CYNTHIA MEZA

2337 W. GRAMERCY UNIT 1 · 562.964.8351

## EXPERIENCE

**NOVEMBER 2020 – PRESENT**

**INSURANCE COORDINATOR** POWERSTONE PROPERTY MANAGEMENT

Responsible to provide all insurance options for over 390 associations and to ensure the purchase and renewal of all policies are processed within the required date(s).

Provide support to all Community Managers and Accounts Payable to ensure the proper functioning of the Master Insurance is paid and secure at all times.

Maintain all association insurance policies in a central location for safekeeping, updating and easy access.

Maintains insurance database, which contains detailed information for each associations' policies. Ensures that all insurance information and disclosure forms are updated as needed.

Provides Account Executive/Boards with information about insurance coverage options available based on proposals and recommendations of agents.

Requests insurance recommendations/proposals; ensures Account Executive completes the bid checklist, attaches necessary paperwork and forwards to agents to present proposal.

**MAY 2016 – NOVEMBER 2020**

**ASSOCIATE MANAGER** POWERSTONE PROPERTY MANAGEMENT

Assist Community Managers in a variety of Administrative duties and computer tasks. Answer incoming calls from homeowners and Board members.

Assist in all administrative duties which may include answer inbound calls from homeowners or board members, assist Community Manager with compliance correspondence, manage onsite recreational facilities

**NOVEMBER 2014 – MAY 2016**

**EXECUTIVE ASSISTANT** STONEKASTLE COMMUNITY MANAGEMENT

Assist Community Managers in a variety of Administrative duties and computer tasks. Answer incoming calls from homeowners and Board members.

Assist in all administrative duties which may include answer inbound calls from homeowners or board members, assist Community Manager with compliance correspondence, manage onsite recreational facilities

**JUNE 2014 – NOVEMBER 2014**

**EXECUTIVE ASSISTANT** STONEKASTLE COMMUNITY MANAGEMENT

Assist Vice President-CEO in a variety of Administrative duties. Answer incoming calls from homeowners and Board members. Producing Board minutes/inspection reports.

Assist in all administrative duties which may include answer inbound calls from homeowners or board members, assist Community Manager with compliance correspondence, manage onsite recreational facilities

**APRIL 2010 – JUNE 2014**

### **INSURANCE COORDINATOR/ASSOCIATE MANAGER PCM**

Responsible to provide all insurance options for over 390 associations and to ensure the purchase and renewal of all policies are processed within the required date(s).

Provide support to all Community Managers and Accounts Payable to ensure the proper functioning of the Master Insurance is paid and secure at all times.

Maintain all association insurance policies in a central location for safekeeping, updating and easy access.

Maintains insurance database, which contains detailed information for each associations' policies. Ensures that all insurance information and disclosure forms are updated as needed.

Provides Account Executive/Boards with information about insurance coverage options available based on proposals and recommendations of agents.

Requests insurance recommendations/proposals; ensures Account Executive completes the bid checklist, attaches necessary paperwork and forwards to agents to present proposal.

## **EDUCATION**

**1979 - 1983**

**PARAMOUNT HIGH SCHOOL**

## **SKILLS**

- DETAIL ORIENTED
- COMMUNICATIVE
- LEADER/MENTOR
- TAKE OWNERSHIP
- THINK OUT OF THE BOX