



**NANCY A. GUENTHER** - Vice President of Administration

**OVERVIEW:**

In key positions managing facilities Nancy has worked successfully with all strata of customers and coworkers. She has energized and trained her team, managed budgets, and streamlined tasks for her department to ensure building maintenance and operations ran smoothly. She standardized procedures and was instrumental in creating unique programs to better relations with customers and vendors. She has over ten years' experience as Facilities Manager and Property Manager. Nancy has been trained in Occupational Safety and Health Administration (OSHA) standards. See IMR <http://db.tt/uLSsv18R> . Presently after serving on our Condo Owners Board on beautiful Lake Tarpon, FL she has been re-elected as President in 2013 for a two year term

**EDUCATION & TRAINING:**

**Saint Petersburg College**

Continuing education in Business Management- 58 credit hrs towards degree since 2009

**Saint Petersburg Junior College**

Continuing education Computer Programming (3.8)

AA degree in Business Management - 1984

**Mt. St. Joseph- High School**

Major Business

Attended training from Health Dept. for FrankCrum and SeaK's own Restaurant

Attended Specialized Training of Restaurant Employees and Bartenders- SeaK's Restaurant

Trained on Siemens systems related to Fire, Security, OSHA requirements, backup systems, generators and Computerized A/C Trane systems.

**PROFESSIONAL EXPERIENCE:**

**FrankCrum Corporate Inc.** 2004- December 2008

Facilities Manager for a Payroll company on a 15 acre property. Supervised a full staff to manage the operations. Created a corporate list of employees and was responsible for the security system, full generator back up systems, & Siemens fire system. Managed reception, maintenance, mailroom, café and security. Worked with lawn maintenance crew on landscaping, sprinkler system and 5 fountains on property. Maintained budgets of \$2.5 million and re-quoted vendors yearly Responsible to maintain the buildings and property to keep maintenance costs down.

**CGI Corporation, Clearwater, Fl.** 2001-2004

CGI, an IT company with 32,000 employees. Facilities Manager for 2 buildings totaling 130,000 sq ft with 26 cameras throughout the complex. Managed all aspects of the facilities including security and created all the floor layouts in both buildings used by the IT department. Had communication with 26 offices all over the world, handled purchasing, equipment repairs, and purchasing new equipment. OSHA compliant for facility and products used every day.

IMR Global, Clearwater, Fl. 1999 – 2001

IMR is an IT company with 3500 employees world-wide. Assistant Facilities Manager including Security, taking employee photos, creating badges, & paperwork for the company. Trained operators and Administrative Assistants to handle incoming and outgoing calls and greet people. Created training manuals for front reception desk and the Security Department. Maintained budgets and worked with the purchasing of equipment, products, services and vendors for the facility. Worked with the mailroom for incoming and outgoing mail and headed up projects related to seminars and travel.

Answer Excellence, Inc., Clearwater, Fl 1996 - 1999

Operator for answering phones through a sophisticated computerized system that answered, paged, & patched calls. Promoted to Assistant Manager responsible for normal day to day business projects, working with clients, and building accounts on a totally computerized system. Did collections for the company including Small Claims Court and past due debts. Worked with new trainees, formalized the training procedure in the form of a workbook with progress tests. The company was awarded one of the best three in the United States out of hundreds of answering services.

Attorney Bruce J. Kaufmann 1995 - 1997

Assistant - Handled legal projects, living trusts, criminal cases, contract work, civil cases, and personal injury cases to catch up the attorney.

**SYNERGISTIC ACTIVITIES:**

FMLA – related to Managing a Facility, Siemens Training on Fire and Security Systems, Worked with the Angel Tree Foundation, Worked with the Blood Mobile every 4 months & Clearwater Chamber of Commerce.

Dolly Bay Homeowners Association: Now in her third year of President of our Homeowner groups of 86 Town Homes located in a special Environmental location on Lake Tarpon with boat docks, pool, clubhouse etc.