

# Cindy Goldstein

Formerly: Cindy Mackenzie

206 Sunrise Ave #3  
Lantana FL, 33462  
(417) 429-5583  
cindyslife2010@gmail.com

Objective: Manage residential and commercial properties

## Property Services

Independent Property Management Manage and maintain single family dwellings*	Present	South East FL
Professional Home Cleaning	Present	South East Florida
Wooten Company Management <i>Property Manager</i> Managed three unique properties during tenure: class "C" to Class "A"; 149 – 177 units Supervised all aspects of the property Maintained the physical condition and appearance of the apartment complex Increased net operating income Created and sustain a quality living environment for the residents Provided efficient, positive working conditions for the on-site staff and contract vendors Responsible for leasing, purchasing, scheduling	1/2003 – 6/2007	Springfield, MO

## Other Employment

Old Key Lime House <i>Dining Room Server/Trainer</i>	1/2008 – Present	Lantana FL
Holiday Inn/University Plaza <i>Assistant Restaurant Manager</i> Supervised restaurant and room service staff Balanced cash receipts	8/2002 – 1/2003	Springfield, MO
Northwest Airlink <i>Customer Service Agent</i> Ground Security coordinator Provided Ticketing and reservations to customers VIP freight handling, invoicing	9/2001 – 8/2002	Springfield, MO

Bryan Career College  
Travel Business Systems  
Perfect attendance; 4.0 GPA

Additional Qualifications and Interests:  
2007 Florida Food Manager Safety Certificate  
ICTA Destination Certificate: North America, Western Europe, Caribbean  
Amadeus Training Institute  
Computer skills: Microsoft Word, Internet, Excel

\*References available upon request