



Mayor of Providence

Jorge O. Elorza

September 11, 2020

Honorable Members
Providence City Council
City Hall

Dear Honorable Members:

Pursuant to Section 302(b) and 1006 of the Providence Home Rule Charter of 1980, as amended, I am this day appointing Brenda Almonte, of 37 Longfellow Terrace, Providence, RI 02907 to the position of Director of the Department of Public Property, and respectfully submit the same for your approval.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Elorza".

Jorge O. Elorza
Mayor

IN CITY COUNCIL

OCT 01 2020

READ

WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED AND APPROVED

A handwritten signature in blue ink, appearing to read "K. Elorza".
CLERK

BRENDA ALMONTE

37 Longfellow Terrace – Providence, RI 02907

HIGHLIGHTS of QUALIFICATIONS

Accomplished and results oriented Senior Property Manager experienced in LIHTC, HUD projected based, market and commercial units. Prepares annual budgets and conducts monthly financial reviews. Over 20 years, experience in hiring and leading teams to success in both property management and retail management. Possess' a Master's degree in Public Administration from Roger William's University, a Bachelor's degree of Business Administration from the University of RI and also currently enrolled in the Master's of Business Administration program at the University of RI. Able to fluently read, write and speak in Spanish.

PROFESSIONAL EXPERIENCE

Winn Companies

Senior Property Manager II
Roxbury, MA

July 2019-Present

- Plans, controls and directs the daily operations of a portfolio consisting of 635 tax credit/affordable residential units and 17 commercial units. Over 50+ buildings, located in the cities of: Dorchester, Roxbury, Jamaica Plain and Mattapan.
- Successfully leads a dynamic team of 20 property management and maintenance members.
- Works with the talent acquisition team to hire and on-board new personnel to meet portfolio staffing needs.
- Administers annual staff performance reviews and provides recommendations on salary adjustments to Divisional Vice-President.
- Performs monthly financial reviews and determines financial performance to identify strategies to improve cash flow.
- Collaborates with Financial Analyst to prepare portfolio's annual budgets and present to Divisional Vice-President and owner's Asset Managers.
- Conducts maintenance/capital meetings to analyze data provided in the Capital Needs Assessments and monthly/annual physical site inspections reports. The data is used to inform strategic plans to address immediate and future interior and exterior capital work.
- Ensures maintenance and property management teams create schedules for preventative maintenance, unit turnovers, annual unit inspections and agency/investor inspections preparations.
- Provides guidance to Senior Maintenance Supervisor in selection of vendors and competitive bid process. To guarantee compliance with company standards and achievement of Minority and Women Business Enterprise utilization goals.

Property Manager II & III

Dorchester and Roxbury, MA

November 2016-July 2019

- Lead the property management team in maintaining optimum level of occupancy. Approved rental applications adhering to property standards and all appropriate agency standards.
- Processed timely and accurate move-ins, move-outs, recertifications and renewals.
- Maintained resident files in compliance with applicable state and federal program regulations.
- Trained staff on tax credit and projected based compliance regulations.
- Ensured timely collection of resident monthly rents and enforced legal action when appropriate.
- Processed purchase orders and invoices.
- Ensured the property and grounds are well maintained. Direct maintenance team to implement maintenance programs and controls.
- Resolved resident issues promptly and consistently provided a high level of customer service.

Assistant Property Manager

Providence, RI

February 2016- November 2016

- Acted as Property Manager in his/her absence.

Brenda Almonte

- Assisted Property Manager with subsidy contract renewals and rent increase request to the housing authorities.
- Processed timely and accurate move-ins, move-outs, recertifications and renewals.
- Conducted annual unit inspections.
- Created resident requested work orders and followed up to confirm completion.

Occupancy Specialist

Providence, RI

May 2013- February 2016

- Pre-qualified applicants prospective residents, explained income qualifications and required documentation for certification process.
- Conducted tours of the property and viewings of vacant apartments to prospective residents.
- Maintained and managed the waitlist and in compliance with regulations for waitlist management
- Processed initial move in certifications.

Dorcas International Institute of RI

Full Service Community Schools Project Coordinator

Providence, RI

March 2012 –

May 2013

- Conducted research and grant writing for multiple programs within the organization.
- Planned and executed fund development activities.
- Interim Human Resources manager for the organization.
- Interim Operations manager for the organization.
- Assisted President with daily activities ranging from research, creating presentations, editing and document preparation.

Bank of America

Bilingual Customer Service Rep.

East Providence, RI

August 2008-

July 2010

- Professionally handled incoming requests from both Spanish and English speaking customers regarding deposit accounts and ensured issues were resolved promptly and accurately.
- Investigated and resolved a wide variety of issues and requests.

Education

Master of Business Administration

University of Rhode Island

Providence, RI

degree candidate May 2022

Master of Public Administration

Roger Williams University

Providence, RI

May 2013

B.S. Business Administration

Concentration in International Business

University of RI

Kingston, RI

May 2003

Brenda Almonte

Professional Organizations and Certifications

Public Management Certificate

Roger Williams University
Providence, RI

May 2013

Healthcare Management Certificate

Roger Williams University
Providence, RI

May 2013

RI Latino PAC

Member 2018-Present

RI Chapter of American Society for Public Administration

Member 2011-Present