



CYNTHIA ESPARZA

EDUCATION

Bachelor of Science in Business
Administration – concentration in
Project Mgt / Information Systems Cum
Laude, University of the Incarnate Word

Master of Science in Business
Administration - University of the
Incarnate Word

Skills / Expertise

Employee Relations

Vendor/Supplier Relations

Financial Management

Financial Reporting

Budgeting (CAPEX/OPEX)

Forecasting

Project Management

Procurement

Contract Management

Contract Development

Asset Management / LCR

SAP

AutoCad

PPM

INTRODUCTION

My name is Cynthia Esparza and I am submitting my name as a candidate for the Homeowners Association Board of Directors. I have 20 years' experience working in the Energy and Construction Industry (municipally owned, public and private sectors).

I am a versatile and highly accomplished leader. I have a trusted and respected reputation for achieving objectives on time and within budget. I have experience in Human Resources. My formal education and working experience have provided a strong foundation for my career. I have held positions in Employment, Employee Relations, EEO, and HRIS. My experience has helped in managing staff and project team members to achieve desired results to meet goals.

I am experienced in Facilities & Administrative Services providing expertise in procurement, financials, relocations, Managed Print Services, Fleet Management, and project management. I am experienced in project management which consists of rollout/cost savings initiatives, corporate interior spaces, and renovations. I am a strong leader with excellent conflict management skills and vendor relations. In projects, I am adept at performing design review, scope evaluation, budgeting, scheduling, and execution planning for various sized projects. I am a forward-thinking and effective leader. I am passionate about coaching and developing others and have been successful in building and motivating teams.

I would like to serve our community to provide transparency, professionalism, and to make the right decisions for the community. If elected, I promise to represent all the members of our community, making decisions that will keep our finances strong, our property values up, our community well maintained, but most importantly listen to what homeowners want and respond by being a voice for all. I possess the integrity, experience, qualifications, and good judgment to represent you on the board and I respectfully ask for your vote. Thank you, Cynthia Esparza

