

Print

Application For Appointment/Reappointment - Submission #23422

Date Submitted: 1/1/2025

Name of Board or Boards for which you are applying:*

Affordable Housing Board

Name:*

Margarita DiezCanseco

Home Address:*

607 EL RANCHO DR APT A

City:*

Fort pierce

State:*

FL

Zip:*

34982

How long at this address?*

1 year

Telephone Number*

7722712446

If less than two years, provide prior address:

1760 SE Salerno rd Stuart fl 34997

Are you a citizen of the United States? *

Yes

No

Occupation: *

Leasing agent /tax credit housing

Employer:*

Cambridge Management

Do you own a business that operates within the City of Fort Pierce?*

- Yes
- No

If yes, list the address and nature of said business:

Do you now or in the future plan to do business with the City of Fort Pierce or the Fort Pierce Utilities Authority(FPUA)?*

- Yes
- No

If yes, in which organization and in what capacity?

Housing, to help pioneer and develop more tax credit affordable apartments as I see there is a dire need! I myself experienced and overcame homelessness. I personally know how hard it is to find housing and am more driven to make a difference. I also have experience from other states such as VA and WV. I want to offer management services for the communities.

Are you employed by a business that is located within the City of Fort Pierce?*

- Yes
- No

If yes, state the business and location:

The sands at st lucie apartments

Do you have special training or knowledge in the area of:

Engineering:*

Yes

No

Architecture:*

Yes

No

Real Estate Brokering:*

Yes

No

Finance/Accounting:*

Yes

No

Contracting:*

Yes

No

Land Development:*

Yes

No

Utilities:

Yes

No

Management:*

Yes

No

Describe your professional background and what expertise you will bring to this Board. (Attach your resume or other applicable information below if desired) *

I have 5 years experience with section 8 LIHTC properties in FL,VA, and WV. I completed the real estate license course with Gold Coast schools and in process of obtaining LCAM license. I also worked in mortgage industry as a closer for 1 year. Most importantly I am passionate about what I do. I am already compliant and knowledgeable of fair housing laws and the importance of following fair housing at all times. I have helped many homeless seniors, veterans, and families have a place to call home. I want to do more for them and I want to show the other cities especially Stuart that affordable housing is important and just because it is low income housing does not mean it will negatively impact the community as they do claim as they say they desire high income housing instead. I'm sorry but that statement alone infuriated me to the point I am ready to take a stand!

Are you currently a member of a Commission-appointed board/committee?*

Yes

No

If yes, please specify:

Have you ever been convicted of a felony?*

Yes

No

If yes, what was the nature of the crime(s) you were convicted of:

If appointed, are you willing to attend a training session which could last several hours?*

Yes

No

Referred by:*

Applicant Email Address:*

Date:*

Applicant's Signature:*

APPLICATIONS EXPIRE 6 MONTHS FROM THE DATE OF SUBMISSION. PLEASE REAPPLY AS OFTEN AS DESIRED.

For additional information, please contact the City Clerk's Office at 772.467.3065 or email lcox@cityoffortpierce.com.

Upload Resume (Optional)

Margarita-DiezCanseco.pdf

Margarita DiezCanseco

Stuart, FL 34997

mcd.7@hotmail.com

+1 772 271 2446

Professional Summary

Bilingual, diligent, and detail-oriented property management professional with 5 years of experience in managing properties, driving occupancy rates, and ensuring compliance with regulations. Proficient in property management software, including OneSite and Yardi. Possess strong administrative skills, including payroll, budgeting, and accounts payable. Skilled in customer service, leadership, and marketing. Currently pursuing certifications in real estate and property management.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Leasing Agent

Cambridge Management, Inc.

April 2024 to Present

- Performed thorough background checks on applicants, including credit history verification and employment verification
- Responded promptly to tenant inquiries, addressing concerns or maintenance requests in a timely manner
- Maintained strong relationships with existing tenants through regular communication and proactive problem-solving
- Implemented innovative resident retention initiatives such as referral programs and community events to foster a sense of belonging among residents
- Coordinated move-in/move-out processes including unit inspections, lease signings, security deposit handling, utility transfers etc
- Prepared comprehensive leasing reports for management review, analyzing key metrics such as vacancy rates, turnover rates, and revenue growth
- Stayed updated on local market trends, competitor pricing, and industry regulations to effectively position properties in the market
- Managed a portfolio of 320 residential units, ensuring high occupancy rates and tenant satisfaction
- Conducted property tours for prospective tenants, highlighting key features and amenities to drive leasing interest

Delivery Driver

UberEATS, DoorDash-Anywhere

June 2017 to May 2024

- Secondary employment.
- Self employed as a partner with DoorDash and UberEats.
- Delivering orders to the customer before the estimated delivery time
- Proper food handling making sure to maintain the appropriate temperature for customer satisfaction
- Keeping record of all business related mileage and expenses via Quickbooks self employed to claim at the end of the tax year via TurboTax.

- Delivered packages and goods to customers in a timely and efficient manner
- Maintained accurate records of deliveries, including time of delivery, recipient's name, and any special instructions
- Ensured the safe handling and transportation of fragile or perishable items
- Adhered to all traffic laws and regulations while operating company vehicles
- Managed delivery routes effectively to optimize efficiency and minimize fuel consumption
- Provided excellent customer service by addressing inquiries and concerns promptly and professionally
- Resolved delivery issues or discrepancies in a timely manner to ensure customer satisfaction
- Performed routine vehicle inspections before each shift to ensure proper functioning of brakes, lights, tires, etc
- Maintained cleanliness and organization of company vehicles at all times
- Utilized GPS navigation systems or maps to determine optimal routes for deliveries
- Efficiently handled cash transactions when required for COD (Cash on Delivery) orders
- Demonstrated strong problem-solving skills when faced with unexpected road closures or traffic delays
- Maintained a clean driving record throughout employment tenure
- Received multiple commendations from customers for exceptional service
- Cultivated positive relationships with regular customers through friendly interactions

Assistant Property Manager

Wesley Housing Development Corporation-Alexandria, VA

June 2022 to June 2023

- Completed annual recertifications of all 149 residents.
- Lease up vacant units and gaining move in approval for applicants.
- Recording maintenance requests and dispatching technicians for completion
- Maintained above 95% occupancy.
- Assisted property manager in overseeing daily operations of residential and commercial properties.
- Handled tenant inquiries, complaints, and maintenance requests promptly and professionally
- Conducted regular property inspections to ensure compliance with safety regulations and identify maintenance needs
- Prepared lease agreements, renewals, and move-in/move-out documentation accurately and efficiently
- Managed rent collection process, ensuring timely payments from tenants and addressing any delinquencies
- Maintained accurate records of all financial transactions including rent payments, security deposits, and expenses
- Assisted in the preparation of annual budgets for each property based on historical data and projected expenses
- Coordinated vendor relationships for repairs, maintenance services, landscaping, pest control etc
- Performed regular market research to stay updated on rental rates in the area and make pricing recommendations accordingly
- Responded to emergency situations promptly by coordinating necessary repairs or contacting appropriate authorities when needed
- Assisted with eviction processes by preparing necessary legal documents and coordinating with attorneys if required
- Maintained positive relationships with tenants through effective communication channels including email updates or newsletters regarding property news or upcoming events

Mortgage Loan Closer

Navy Federal Credit Union contract through zillion technologies-Winchester, VA

August 2021 to June 2022

- Prepare closing packages for settlement agents, and the member within the allotted closing and drop dead dates.(3 days before their closing date) For both purchases and refinancing of property.

- Reviewed closing disclosures and ensuring all fees are accurately applied and escrowed accordingly.
- Submitted closing disclosures to compliance for review and approval and maintained at least 95% accuracy or higher.
- Ensured closing funds are allocated to prepare all parties what is needed “at the table”.
- Sent pre-closing packages, draft closing disclosures(for balancing), and final closing packages to settlement agents to prepare for signing.

Assistant Property Manager

TM ASSOCIATES MANAGEMENT INC-Ranson, WV

July 2019 to June 2021

- Maintained 100% occupancy for a HUD/Tax credit property.
- Qualified applicants for HUD subsidized units
- Recorded all work order requests and dispatched maintenance technicians accordingly
- Uploaded all invoices to yardi to be paid by accounting.
- Collected rents to be deposited by manager. I also deposited rents when manager was not in the office
- Conducted all recertifications for resident HUD and tax credit profiles in compliance with federal regulations.
- Conducted annual inspections of property and units to ensure we are in compliance with REAC
- Handled tenant inquiries, complaints, and maintenance requests promptly and professionally
- Conducted regular property inspections to ensure compliance with safety regulations and identify maintenance needs
- Prepared lease agreements, renewals, and move-in/move-out documentation accurately and efficiently
- Managed rent collection process, ensuring timely payments from tenants and addressing any delinquencies
- Maintained accurate records of all financial transactions including rent payments, security deposits, and expenses
- Assisted in the preparation of annual budgets for each property based on historical data and projected expenses
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Warehouse Associate

MACY'S LOGISTICS AND OPERATIONS WAREHOUSE-Martinsburg, WV

April 2017 to May 2019

- Efficiently organized and maintained inventory in accordance with company standards
- Utilized forklifts and other equipment to safely transport materials within the warehouse
- Accurately picked and packed orders for shipment, ensuring proper labeling and documentation
- Collaborated with team members to complete daily tasks in a timely manner
- Performed regular quality checks on products to ensure they met specifications
- Maintained a clean and organized work area, promoting safety and efficiency
- Followed all safety protocols and procedures while operating machinery or handling hazardous materials
- Communicated effectively with supervisors regarding any issues or concerns related to inventory or operations

- Trained new warehouse associates on proper procedures for receiving, storing, and shipping products

Manager

Martinsburg gold buyers-Martinsburg, WV

February 2013 to December 2016

- Testing precious metals for their authenticity
- Calculating cash offers based upon weight
- Evaluated diamonds and gathered the needed information for my gemologist to make the customer an offer
- Submitted bi weekly payroll reports.
- Submitted our daily transaction reports to law enforcement in compliance with county and state regulations.
- Developed and implemented strategies to improve productivity and streamline processes
- Managed daily operations, including scheduling, inventory management, and customer service
- Conducted performance evaluations for team members, identifying areas for improvement and implementing training programs
- Created and maintained budgets, monitoring expenses to meet financial targets
- Oversaw the hiring process, conducting interviews and making hiring decisions based on qualifications and fit with company culture
- Provided ongoing coaching and mentoring to team members, supporting their professional development
- Resolved customer complaints or issues promptly while maintaining a positive brand image
- Ensured compliance with all regulatory requirements related to health, safety, sanitation, etc
- Managed multiple projects simultaneously within established timelines
- Identified areas for process improvement through data analysis

Education

High school or equivalent

Hedgesville High School

August 2008 to May 2012

Skills

- OneSite (3 years)
- Customer service
- Communication skills
- Yardi (2 years)
- Accounting software
- Time management
- Real estate administrative experience
- Filing
- Microsoft Office
- Public relations
- Computer Networking
- Property management

- Property Management (3 years)
- Leadership Experience
- Section 8 (2 years)
- Time Management (10+ years)
- Data entry
- Administrative experience
- Conflict management
- Customer Service (10+ years)
- Computer networking
- Leadership
- Management Experience
- Proofreading
- Office Administration (7 years)
- QuickBooks
- Bookkeeping
- English
- Marketing
- Calendar management
- Negotiation
- Landlord-tenant law
- Team Management
- Property leasing
- Personal Assistant Experience
- Microsoft office (10+ years)
- Management
- CRM software
- Fair Housing regulations
- Phone Etiquette
- Team management
- Writing skills
- Interviewing
- Multilingual
- LIHTC
- Negotiation
- Computer Literacy (10+ years)
- Bilingual (Spanish) (10+ years)
- Sales (10+ years)
- Microsoft Access
- Organizational skills
- Editing

- Cash Handling (7 years)
- Property management
- Microsoft Outlook
- Hospitality
- Computer literacy
- Driving
- Supervising experience
- Fair Housing Regulations (4 years)
- Office Management
- LIHTC
- Budgeting
- Spanish
- Clerical experience
- Front Desk

Awards

Exceeds expectations

October 2024

First annual review with Cambridge management and exceed expectations with a high review score.

Bonus

March 2023

Received a 500 bonus and 75 cent raise after annual performance review and for my hard work in helping other properties lease up units.

Virginia fair housing seminar

October 2022

Completed annual Virginia Fair housing seminar.

Positive annual review

April 2018

For the year of 2018 I received a rating of a 4.6 out of 7 and met the expectations of my manager.

Promotion

May 2014

May of 2014 promoted from team member to store manager at Martinsburg Gold Buyers

Certifications and Licenses

Driver's License

November 2023 to July 2032

Florida driver's license

Assessments

Verbal communication — Completed

October 2022

Speaking clearly, correctly, and concisely

Full results: [Completed](#)

Work motivation — Proficient

March 2021

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

Sales skills — Proficient

August 2023

Influencing and negotiating with customers

Full results: [Proficient](#)

Social media — Proficient

May 2022

Knowledge of popular social media platforms, features, and functions

Full results: [Proficient](#)

Management & leadership skills: Planning & execution — Proficient

June 2023

Planning and managing resources to accomplish organizational goals

Full results: [Proficient](#)

Spreadsheets with Microsoft Excel — Proficient

June 2023

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

Front desk agent (hotel) — Proficient

January 2024

Selecting hotel rooms based on requests and identifying errors in hotel data

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

December 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Recruiting — Proficient

January 2022

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

Attention to detail — Proficient

June 2023

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Written communication — Proficient

October 2022

Best practices for writing, including grammar, style, clarity, and brevity

Full results: [Proficient](#)

Customer focus & orientation — Proficient

June 2021

Responding to customer situations with sensitivity

Full results: [Proficient](#)

General manager (hospitality) — Proficient

January 2024

Solving group scheduling problems and reading and interpreting P&L statements

Full results: [Proficient](#)

Scheduling — Proficient

August 2023

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

Security guard skills — Proficient

January 2024

Assessing risks, enforcing security standards, and handling complaints

Full results: [Proficient](#)

Verbal communication — Proficient

August 2023

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

Management & leadership skills: Impact & influence — Proficient

September 2023

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

Retail customer service — Proficient

September 2023

Responding to customer situations in a retail setting

Full results: [Proficient](#)

Work style: Reliability — Proficient

May 2023

Tendency to be reliable, dependable, and act with integrity at work
Full results: [Proficient](#)

Proofreading — Proficient

January 2024

Finding and correcting errors in written texts
Full results: [Proficient](#)

Customer service — Proficient

May 2020

Identifying and resolving common customer issues
Full results: [Proficient](#)

Managing accounts in QuickBooks — Proficient

August 2023

Using QuickBooks software to manage business financials
Full results: [Proficient](#)

Bookkeeping — Proficient

August 2023

Calculating and determining the accuracy of financial data
Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.