

Danielle Monteverde

Operational Leader

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Profile

Project Manager with hands-on experience leading six-figure construction projects in property management. Skilled in budgeting, team coordination, and delivering high-impact results on time and within scope. Proven track record of improving operational efficiency, including a 75% reduction in maintenance response times (from a 12-day average to just 3 days), and consistently delivering renovations on schedule and under budget. Known for strategic planning, problem-solving, and driving complex projects from concept to completion.

Professional Experience

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| Project Manager, FBS Property Management | 06/2022 – Present
San Diego, CA |
| <ul style="list-style-type: none">• Manage daily operations for a portfolio of over 600 residential properties, ensuring tenant satisfaction, lease compliance, and timely maintenance.• Lead and coordinate capital improvement projects, including \$100,000+ pool builds and large-scale renovations, from planning through completion.• Liaise with contractors, vendors, and stakeholders to ensure project timelines, budgets, and quality standards are met.• Draft professional correspondence to owners, residents, and vendors regarding property updates, notices, and project communications.• Prepare and manage project budgets, timelines, and updates for ownership and executive teams. | |
| Sheriff Dispatcher, San Diego County Sheriff's Department | 06/2020 – 06/2022
San Diego, CA |
| <ul style="list-style-type: none">• Coordinated emergency dispatches for multi-agency responses, ensuring accuracy and composure under pressure. | |
| Regional Coordinator / Office Manager, Aptitude Habilitation Services | 12/2018 – 10/2019
Lihue, HI |
| <ul style="list-style-type: none">• Managed employee/client scheduling, office operations, and insurance invoicing.• Oversaw onboarding, communication, and administrative support. | |
| Financial Registered Representative, Foresters Financial | 10/2017 – 07/2018
San Diego, CA |
| <ul style="list-style-type: none">• Created personalized financial plans; educated clients through workshops and events.• Built market presence through community outreach and networking. | |

Education

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| BA Economics, BA Communications, San Diego State University | 08/2013 – 05/2017
San Diego, CA |
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Skills

Microsoft Office Suite (Excel, Word, Outlook), property management software (Appfolio, Rentcheck), communication, tenant relations, conflict resolution, leadership, preventative maintenance scheduling