

VICTORIAN CONDOMINIUMS

6200 Riverside Dr.
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February 16, 2011

TO ALL HOMEOWNERS:

As you all are aware the Annual Homeowner's Meeting is coming upon us quickly. There are two open seats on the Board of Directors as explained in the previous mail out. With that being said we have received four resumes from homeowners who have chosen to run for the election. They are as follows:

- a. **Ghazanfar H. Qureshi**
- b. **Darlene D. Matheney**
- c. **Victor Tran**
- d. **Edward A. Spieler, Jr.**

Please review the enclosed resumes, cast your vote via proxy that is enclosed if you are not able to attend the meeting. I have also enclosed a ballot for those that will be able to attend. We hope to see you at the annual meeting.

Thank You



Melissa Abdel Jawad
Office Manager

Ghazanfar Hussain Qureshi

6200 Riverside Dr.
Unit #438
Metairie, LA 70003
(504) 338-5165
Gqureshi@cox.net

Dear Homeowner's

My name is Ghazanfar Hussain Qureshi. I presently own and have owned for the past six years as well as living in my own unit. I live here with my family, wife and children, and would like to have a chance to serve the association as a Board Member.

I was graduated from the University of Hong Kong and presently I am a self-employed.

My objective is to provide safe environment to live and raise our families as we have been doing a lot of work on our building, Balconies, now specially the plumbing in building number seven. I would like to help whatever I can and make our place to be a good place and we still have a lot to do for our condos like we have the cameras and we are looking forward to have the gate at the entrance too.

We all need to work together to make this a better place. I really need your help to go forward with my plans, so please give me your full support as well as votes.

Sincerely,

Ghazanfar Hussain Qureshi

Victor Tran

3108 Minnesota Ave.
Metairie, LA 70003

T 404-775-6595
phuongbinh@gmail.com

www.victortran.prudentialgardner.com

PROFILE

Real estate investor and entrepreneur.

EXPERIENCE

Owner, La Creola Hall, www.lacreolahall.com

3830 Williams Blvd. Kenner, LA 70065 – 2010-current

Founded and currently operate La Creola Hall. La Creola Hall is an event hall used for parties, receptions and business meetings.

Realtor, Prudential Gardner,

4140 Williams Blvd. Kenner, LA 70065 – 2010-current

Function as a part time independent contractor for Prudential Gardner. Responsibilities involve generating sales leads, holding open houses, showings, write up listings, and act as an agent for buyer or seller,

**Property Manager, various landlords,
about 50 units – 2009-current**

Function as property manager for landlords. Duties involve collecting rent, posting rental listings, screening potential tenants, subcontract repair jobs, and generate income.

**Software Engineer II, TRSGA,
2 Northside 75. Atlanta, GA – 2004-2010**

Developed proprietary software. Developed, implemented, and maintained the document management system. Developed, implemented, and maintained the business process management system.

**Programmer, Gray Insurance Co.,
3601 N. I-10 Service Rd. Metairie, LA 70002 – 2002-2004**

Programmed existing application system. Developed, implemented, and maintained applications interfacing the database system.

**Sales Associate, Circuit City,
Kenner, LA - 2000-2001**

Functioned as computer sales associate. Performed sales and maintained a monthly sales budget.

EDUCATION

Loyola University, New Orleans, LA – B.S. Computer Science, 2001

Member of New Orleans Metropolitan Association of Realtors.

EDWARD A. SPIELER, JR.

6220 Riverside Dr. Apt. 476

Metairie, LA 70003

OBJECTIVE

Seeking a second term on the Victorian Condominium Association Board of Directors.

EXPERIENCE

Board Member, Victorian Condominium Association

Metairie, LA

09/2009 to Present

Work with board members and condo management to ensure budget is achieved; property is maintained and repaired- with emphasis on Parish Code Enforcement requirements, address and resolve all safety concerns, address and resolve all tenant issues and violations according to the Homeowner Association rules.

Service Specialist, ECOLAB

New Orleans, LA

09/2008- Present

Manage all aspects of pest control service route, including effectively establishing working relationships with both internal and external customers, educating customers on best structural, sanitation and pest issues, sale of new products and services, and manage both income and expenses of route.

Route Service/Sales, LCR

New Orleans, LA

04/2007-08/2008

Handled all aspects of route to include maintaining DOT Commercial Vehicle Operator qualifications, utilization of mechanized equipment, delivery and set up of plumbing/construction materials, recordation of invoices and customer payments.

Title Abstractor, Century Title

Hattiesburg, MS

01/2003-04/2007

Worked closely with mortgage department researching title history, liens, judgments, lis pendents, tax liens, and review of recorded documents affecting the title to property such as mortgages, trust deeds and contracts, prepare completed report of title history.

Route Service/Sales, Crescent Distributing

New Orleans, LA

05/1995 -01/2003

Managed route sales, delivery and set up of products, customer inventory, cross sold additional products, managed customer invoicing and payments.

Education/Achievements

Rummel High School 1985

Louisiana State University- Business Administration 1986-1988

Assistant Dive Instructor 2000

Dive Master- PADI 1998

DARLENE D. MATHENEY

6220 Riverside Drive #554, Metairie, LA 70003 * Cell (504) 460-6258 * dmdmatheney@yahoo.com

OBJECTIVE

- *Administration, Program Development or Customer Relations in a people-oriented organization where there is a need to assure broad cooperative effort through the use of sound planning, strong administration, and interpersonal skills to achieve goals.*

SUMMARY OF QUALIFICATIONS

Management

- *25 years management experience; hands on manager with proven track record in operations, customer services, marketing, and data processing; rewarded by superiors with positions of increasing responsibility, commendations, awards and bonuses*
- *Well organized able to prioritize and generate results to achieve organizational objectives within time and budgetary expectations*
- *Strategic thinker and planner skilled in the design and execution of financial, administration, and customer service programs*
- *Proactive able to identify problems, find solutions and complete multiple projects in a deadline oriented environment*
- *A "can do" attitude, high ethical standards, promotes and maintains team morale, identifies and encourages the need for positive change, faces challenges head on*
- *Exceptional Computer Skills; Proficient in Use of Data Processing, Accounting, Personnel, Physician and Home Health Management Software*
- *Able to recruit, train and manage successful teams*
- *Detailed oriented; multitasked with exemplary organization and project managements skills*

Oral and Written Communication

- *A skilled communicator able to maintain cultural sensitivity, establish rapport with members of diverse groups and promote team cohesiveness*
- *Exceptional attention to detail, researched and wrote policy and procedure manuals, contracts, newsletters, and brochures*
- *Experienced interviewer, focused on obtaining required information while promoting trust with clientele, maintains composure and client confidentiality*
- *Skilled in preparing and conducting presentations and product demonstrations*
- *Ability to synthesize and summarize complex proceedings into actionable data.*

Customer Service

- *Skilled at assessing needs of external and internal clients, developing plans, advocating for services, and linking clients to service providers*
- *Commitment to excellence in customer service with quick resolution of challenges*
- *Exceptional focus and follow through abilities, with record of efficiency and productivity*

Sales and Marketing

- *Adept at building strong business relationships with diverse range of clients, vendors, coworkers and management, excellent customer service and client retention status*
- *Adept at developing and implementing innovative marketing strategies*
- *Experience negotiator of terms and conditions of written agreements, contracts, goal-oriented plans, collections, appeals and compliance actions*

WORK HISTORY

2008-present Chief of Staff

The Office of Senator Ann D. Duplessis
Louisiana State Senate District 2
New Orleans, Louisiana
(504) 243-7795
Sen. Ann D. Duplessis

Managed Day to Day Operations of LA State Senate District 2 Office: Scheduling, Budgeting, Auditing & Accounting Functions, Accounts Payable & Receivable, Travel Arrangements, Inventory Control, Staffing & Volunteers, Confidential Assistant to the Senator, Speech Writing & Press Releases, Newsletter Editor, Community Liaison & Public Relations, Maintained Ethics & Regulator Standards; Functioned as Legislative Assistant; Research & Development of Legislation, Tracked, Monitored & Reported Issues of Constituent & Legislative concern; Responded to National, State and Local Appeals for Assistance from Constituents & Municipalities.

2006– 07

Clinic Manager

St. Benedict's Family Medical Center
Jerome, Idaho
(208) 324-5286
Cindy Lohnman, R.N, Asst. Administrator

Managed Day to Day Operations of four Clinics (Two Rural Health, two Provider Based), Handled all Staffing Issues, Evaluations, Payroll, Scheduling of Staff & Providers, Strategic Planning, Budgeting, Auditing & Accounting Functions, Inventory Control, Accounts Payable & Receivable, Resolved Concerns of Internal & External Clients, Supervised Staff of approx 30, Policy and Procedure Development, Orientation & Training Development, Quality Assurance, Survey Preparation, JCAHO & OSHA Compliance, Liaison for approximately 20 Providers, Initial Point Person for Provider Issues, CME & Travel Arrangements, Investigated/ Resolved Patient, Employee & Physician Complaints, Emphasized Quality Patient Care, Performance Improvement & Workforce Development

2001 – 05

Administrator

Comply Management Services
New Orleans, Louisiana
Self-employed

Owner/Administrator of Compliance Management Company, DATIA Certified Professional Collector Trainer (CPCT), DOT Drug & Alcohol Testing, DNA Testing, Policy & Procedure Development, Orientation Programs, CPR, Drug Screening, Survey Preparation for Home Health & Medical Practices: JCAHO, OSHA CLIA, KIDMED, Medical Billing & Collections, Workshop & In-service Development, Strategic Planning, Budgeting, Auditing & Accounting Functions, Inventory Control, Accounts Payable & Receivable

2002 – 03

Administrator

Children's Medical Clinic
Gretna, Louisiana
(504) 723-8039
David St. Etienne, President/CEO

Managed Pediatric Clinic, Evaluated Daily Operations, Strategic Planning, Auditing & Accounting Functions, Developed Employee Handbook, Policy & Procedure, OSHA, MSDS Manuals, Developed Marketing Program, Supervised Staff of 12, Payroll, CLIA Certified Lab, OSHA, CLIA & KIDMED Compliance, Community Care, Upgraded Practice Management Software, Created In-house Billing & Human Resources Departments, Tripled Patient Census, Doubled Office Space & Physician Staff, Increased Staff & Increased Patient Satisfaction, Developed Quality Assurance Program

1998 – 00

Assistant Financial Services Manager

Bell South Mobility
Metairie, Louisiana
(504) 453-1022
Patricia Ceaser, Manager

Managed Escalation Calls for State of LA, Investigated and Resolved Escalated Billing Issues, Negotiated Settlements, Investigated & Resolved Client Complaints, Posted Payments, Researched Misapplied Payments, Issued Credits & Charge Offs, Worked Aging & Disconnect Reports to Save Customers, Successful in reducing Charge offs by 50% reestablish accounts and Maintained Customers

1998 – 03

Customer Service Manager

Oasis Wellness and Meeting Center
New Orleans, Louisiana
(504) 258-1702
Brian Mc Conduit, Owner

Managed Personnel & Payroll, Auditing & Accounting Functions, Banquet Services, Beverages, Scheduling, Setup & Cleanup of Special Events, Resolved Complaints, Negotiated Contracts, Developed Marketing Program, Provided Exceptional Customer Service, Significant increase in Bookings and Revenue

1993 – 1998

Director of Client Services

Crescent Home Health Care
New Orleans, Louisiana
(504) 258-1702
Brian Mc Conduit, Administrator/CEO

Managed Client Services Department, Patient Representative/Case Management Services; Physician, VA Hospital & Tenet Liaison; Marketing, Patient Surveys, Needs & Risk Assessments, Developed Performance Improvement Program, Home Visits to Assess Patient's Psychological, Financial, Social, Physical Status & Client Satisfaction, Interdisciplinary Team Staffing, Provide Crisis Intervention & Court Related Services, Referrals to Supporting Agencies when needed, Community Service Activities: Health Fairs, Health Screening, Holiday Food & Gift Baskets, Voter Registration Drive, Clothing Drive & Needy Patient's House Cleaning Campaign; JCAHO, OSHA, CLIA &

State Survey Preparations, CPR, Patient & Employee File Audits, Credentialing & Contracts for Clinical Personnel, Compliance Issues, Infection Control & Accident logs

1987 – 89 **Loan Servicing Manager**
Pelican Homestead
Metairie, Louisiana
Julia Cummings, Vice President

Managed the Tax, Flood Insurance, Disability and Private Mortgage Insurance Units of the Loan Servicing Department, Supervised 11, Supervised the Servicing of all Mortgage Loans, Handled Personnel Issues, Payroll, Researched and Resolved Client Complaints, Prepared Loans to be Sold, Mortgage Loan File Audits, Verified Coverage and/or Payments, Forced Placed Coverage

1985 – 87 **Manager**
Dollar Rent A Car
Kenner, Louisiana
Wren Guidarrie, General Manager

Managed Day to Day Operations of the Airport and Downtown locations, Inventory Control, Customer Service, Payroll, Accounts Payable & Receivable, Auditing, Scheduling, Resolved Client Concerns, Supervised Staff of approx 35, Prepared Accident Reports & Car Licenses, Developed/Implemented Customer Service Department, Safety Program for Employees and Corporate Marketing Program

EDUCATION

1991 – 1992 **University of Phoenix**
New Orleans, LA
Major: Master of Business Administration

1989 – 1991 **Louisiana State University Medical Center**
New Orleans, LA
Major: Nursing
Scholarship Recipient and Honor Student

1976 – 1978 **Dillard University**
New Orleans, LA
Major: Nursing Minor: Psychology
Scholarship Recipient and Honor Student

REFERENCES

Sen. Ann D. Duplessis
LA State Senator
6600 Plaza Drive
New Orleans, LA 70127
(504) 243-7795

Ms. Candace J. Rodney
Attorney
138 Edgcombe Ave. Unit 2A
New York, New York 10030
(678) 458-9792

Mr. Brian Mc Conduit
Business Owner
4603 Franklin Ave.
New Orleans, LA
(504) 258-1702