

# WENDY MURPHY

## PROFILE

Assistant General Manager with a warm and friendly demeanor. Team builder who is attentive to resident and employee needs. Problem solver and avid multitasker. History of being an essential part of the management team and instrumental in providing effective solutions that produce immediate impact and contribute to the Spire' long-term success.

## ACTIVITIES AND INTERESTS

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- Family
- Camping
- Bird Watching
- Hiking
- Exploring Colorado

## KEY SKILLS

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- Meticulous
- Multi-tasker
- Excellent listener
- Service Industry
- Friendly, courteous
- Poised under pressure
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- Quality assurance
- Solid written & verbal communicator

## WORK EXPERIENCE

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### Assistant General Manager

Spire Owners Association | Denver, CO  
2010-Present

Supervise Courtesy Desk team. Improve staff performance through training, mindfulness, and empathetic problem-solving methods. Resolve staff and guest conflicts in a professional and courteous manner. Inventory and order business supplies. Responsible for resident additional services billing. Oversee leasing and amenity areas, address resident violations, collaborates directly with the General Manager.

### Assistant General Manager

Centennial Realty Advisors | Denver, CO  
2007-2024

Commercial property manager with multiple locations overseeing vendor contract and insurance verification and property inspections. Collaborated directly with multiple General Managers for day-to-day property related needs. Organized Fire Warden Training and evacuation drills to meet Denver, Jefferson, Arapahoe, and Boulder County requirements. In 2009, assisted with the upcoming opening of the Spire and onsite in March 2010 in preparation of my opening of Spire April 19, 2010. In May of 2024, East West Urban Management awarded the management contract, and my employment transfer kept me at Spire.

## LICENSE

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Real Estate License 04/01/2002