



Jane Gaarlandt, Assistant District Manager

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PROFESSIONAL SYNOPSIS

Since joining Fishkind & Associates, Jane has assisted with various administrative and management services for a number of districts. As a former small business owner, Jane brings with her extensive experience in all aspects of project management and client services combined with a keen attention to detail and organizational skills. In addition, her background in property management is valuable for handling the day-to-day activities of the community development districts we serve.

AREAS OF EXPERTISE

Property Management
Project Management

Client Services
Support Services

SELECT CLIENT LIST

The Lake Nona "Family" of Improvement Districts
The Gardens at Millenia CDD

Winter Garden Village at Fowler Groves
Sunny Hills CDD

PROFESSIONAL EXPERIENCE

Assistant District Manager, Fishkind & Associates, Inc., 2010-Pres
Resident Representative, Whiteco Residential, LLC/ZRS Management, 2009-2010
President, Gaarlandt & Burke Design, Inc., 2005-2009
Office Administrator, BusinessWorks, 1995-1997
Personal Assistant, Karina Investment Services, 1990-1991
Personal Assistant, Hojgaard & Schultz A/S, Luanda, Angola 1985-1987
Personal Assistant, Central Foreningen of Hotelvaerter og Restauratorer i Danmark, 1983-1984
Executive Assistant, General Engineering Department, Dansk Boreselskab A/S, MÆRSK, 1982-1983

EDUCATION

Seminole Community College, Associate in Science, 2004
The Aalborg School of Commercial Studies, Specialized Language and Secretarial, 1981