



Aubrey Liss

SUMMARY

A PROVEN EXECUTIVE THAT HAS EXCELLED ACROSS MULTIPLE DIVISIONS AND PLATFORMS, SUCCESSFULLY MASTERING NUMEROUS FACETS OF THE REAL ESTATE INDUSTRY.

EXPERIENCE

Padgea, Inc. | Boston, MA

MARCH 2020 - PRESENT | COO & DIRECTOR

Douglas Paul Real Estate | Cambridge, MA

JUNE 2015 - PRESENT | PARTNER, VP, BUSINESS OPERATIONS

Boston Pads, LLC | Boston, MA

JULY 2010 - PRESENT | VP, BUSINESS OPERATIONS

Jacob Realty | Boston, MA

MARCH 2005 - PRESENT | VP, BUSINESS OPERATIONS, RE PROFESSIONAL

Boardwalk Properties | Allston, MA

MARCH 2005 - PRESENT | VP, BUSINESS OPERATIONS

NextGen Realty | Allston, MA

MARCH 2005 - PRESENT | VP, BUSINESS OPERATIONS

PRINCIPAL RESPONSIBILITIES:

- Contributes to business development and strategic initiatives.
- Works across all departments to meet business objectives.
- Understands revenue pipeline and sales cycle, prioritizes related projects for greatest NOI.
- Provides input, gathers information and advises on the competitive landscape.
- Manages interactions with external parties, including counterparts, contractors, vendors, collaborators and external counsel.
- Drafts, reviews and negotiates agreements, including but not limited to term sheets, partnership agreements, master service agreements, confidentiality agreements, supply agreements, software agreements, and more.

CONTACT

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PRINCIPAL RESPONSIBILITIES (CONTINUED):

- Performs risk assessment and gathers consensus for promising and relevant opportunities.
- Helps engage with community through partnerships with charitable organizations and local businesses.
- Works closely with executive team to support overall communication strategy.
- Manages day to day operations between all locations.
- Communicates with CEO, CFO, and Controller to assess and eliminate inefficiencies.
- Enriching and influencing the company culture through team building activities and leadership.

OPERATIONS MANAGEMENT:

- Implements new business documents and protocols for real estate transactions to reduce liabilities.
- Refines and reviews all apartment leasing related documents through multiple legal counsel accordingly.
- Digitized all leasing and sales paperwork by implementing e-sign software, updating and creating best practices on an ongoing basis.
- Works with Controller to oversee budgets for operational costs and establish cost savings.
- Ensures compliance with HR policies, legal requirements and oversees all record keeping.
- Manages a team of 15+ employees between five locations.
- Creating and recruiting for available positions within the company.
- Researching new systems to improve ease of work flow for employees and agents.
- Project managing including oversight of construction for new locations from concept to execution.
- Reviews escrow accounts accordingly to make sure compliance is met.
- Researches new products to implement within the apartment leasing platform including online payment alternatives.

BRAND BUILDING:

- Oversees production of all marketing materials and developing new marketing initiatives.
- Manages marketing team, including VP and Director of Marketing.
- Creates plans for all office brands and websites via multiple social media platforms, websites and blogs.
- Contributes to website development, design, and functionality.

REAL ESTATE PROFESSIONAL:

- Completes sales transactions including but not limited to multi-family investments, condominium purchases, commercial leases, and residential leasing.
- Trains real estate professionals in the field of real estate sales, contracts and leasing.

PROPERTY DEVELOPMENT:

- Experienced in permitting including variance projects.
- Construction, plan review/implementation and design.
- Successfully completed condominium conversions from project acquisition to final sale.

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PROPERTY MANAGEMENT:

- Currently owns and operates a portfolio of 24 units throughout the City of Boston.
- Completes rent collection, oversees maintenance crew, main point of contact for an estimated 87 tenants.
- Drafts paperwork including addenda and leases with outside counsel.
- Handles security deposits through appropriate software, account record keeping and deposit returns.

Re/Max Liberty | Marstons Mills, MA

NOVEMBER 2002 - MARCH 2005 | ADMINISTRATOR, REAL ESTATE PROFESSIONAL

- Communicated effectively with agents for operational efficiency.
- Office administration, created marketing, managed Re/Max franchise items.
- Developed and implemented the firms first website.
- Obtained real estate license in 2004, completed numerous real estate sales transactions for single family residential homes throughout Cape Cod.

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