


 lesliebryan4@gmail.com

 Chicago, IL

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SKILLS

Training & Development
Copywriting & Editing
Project Management
Budget Management
Common Sense
Accounts Receivable
Accounts Payable
Problem-Solving
Liaison Officer
Event Planning
Organization

CREDENTIALS

IDFPR Licensed Leasing Agent
CMS: Yardi, Skyline, Rise, Angus,
Canva, Captivate

EDUCATION

BACHELOR OF ARTS
Communications
Sociology Minor
Eckerd College
St. Petersburg, FL

NCAA Division II Starting
Shortstop/Centerfielder

VOLUNTEER

THE CHICAGO HELP
INITIATIVE
Weekly meal
service/delivery
2019 - Present

PROPERTY MANAGEMENT – REAL ESTATE

Golub & Company 2016–Present

ASSISTANT PROPERTY MANAGER (COMMERCIAL)

Current team member on a \$9M repositioning project on the Magnificent Mile.

- * Provide detailed budget and Capital cost tracking and analysis.
- * Assist with annual budget, reforecast, financial reports and management plan.
- * Increased Capital cash flow and funding in less than 6 months.

TENANT SERVICES COORDINATOR (COMMERCIAL)

- * Researched, organized and executed charitable initiatives and tenant events.
- * Produced marketing materials and delivered internal/external communications.
- * Maintained purchasing, AR, AP and insurance compliance.
- * Audited payables and cut costs—saving property \$10,000+ in first year.

ASSISTANT MANAGER (UPSCALE RESIDENTIAL)

- * Managed financial performance, leasing functions and all onsite operations
- * Directed staff, vendors and residents through a full, high-rise remodel.
- * Consolidated accounts and managed an onsite ownership transition.

LEASING COORDINATOR (LUXURY RESIDENTIAL)

- * Promoted to Assistant Manager in 3 months.

ASSISTANT EDITOR

Associated Publications, Inc. 2014–2016

Wrote and edited features for national print and online publications.

- * Produced content for websites, social media and print following AP style.
- * Pitched stories, conducted interviews and attended industry events.
- * Generated ad copy for promotions and products.
- * Identified, established and nurtured relationships with media and industry professionals.

Achievements: Procured \$10,000+ per month in product giveaways.

PROMOTIONS COORDINATOR

CBS Radio 2012–2014

Organized on-air, online and event promotions for Chicago's #1 country station, US99.5.

- * Planned, managed and executed overlapping projects and events.
- * Supervised team of 10 employees.

Achievements: Developed and conducted training for job skills and company policy.

PROMOTIONS TEAM MEMBER

Metromix 2008–2009

Helped to launch the online entertainment guide for Tampa Bay.

- * Represented Metromix.com at concerts, festivals, bars and restaurants.
- * Created social networks and a viewer community with contests, photos and promotional items.

Achievements: Increased readership to 600,000 page views and 92,000+ unique viewers.

PROMOTIONS DEPARTMENT INTERN

Clear Channel Radio 2007–2008

Supported: 98Rock, US103.5, 93.3FLZ and 620 The Sports Animal.

- * Set up and executed promotions, public relations programs and events.