

ERICA MOISE

REAL ESTATE PROFESSIONAL



SUMMARY

- Demonstrated leadership in business development, sales and problem solving with creativity and resourcefulness
- Dynamic and proactive in managing relationships and interest among various stakeholders
- Thrives in a collaborative, efficient and proactive environment

EXPERIENCE

Certified Property Management | Brookline, MA

September 2022 - January 2023

Property Manager

- Operated and managed 16 Greater Boston Condominium Trusts including budget formation and comparison, capital needs assessment and oversight
- Navigated clients with administrative review of master deeds and declarations of trust paying special attention to percentage of beneficial interest, quorum voting, rules and regulations
- Negotiated and bid out vendor service contracts on behalf of Trustees with due diligence on reputation, terms, scope of work and warranties

American Tower | Woburn, MA

July 2019 - October 2020

Account Project Manager

- Managed end-to-end leasing process from approval to actualization, paying special attention to budget, regulatory and engineering constraints
- Monitored milestone deliverables using forecasting software, frequent cross-functional communication and detailed notation on task workflow and project level
- Facilitated general contractor compliance, entry/exit protocols and closeout discrepancies in accordance with project plans and landowner stipulations

National Development | Allston, MA

May 2018 - July 2019

Leasing Consultant

- Prospected, toured and closed on future residents using proven sales practices and presentations
- Coordinated with vendors for capital improvement projects and events
- Consistently offered a first-class resident experience by cultivating loyal relationships and maintaining a strong sense of brand identity

Centre Realty Group | Newton, MA

April 2016 - May 2018

Sales and Leasing Agent

- Performed superior client service in sourcing and touring prospective tenants for small and large investors
- Lead introductory meetings with clients and landlords to acquaint and set expectations for both parties
- Structured and delivered legally binding leases and addenda to all stakeholders, paying careful attention to covenants and restrictions to each individual unit/deal

Loomis, Sayles & Company, LP | Boston, MA

December 2014 - March 2016

Corporate Actions Assistant

- Processed Corporate Actions reports into electronic rooms as preparation for hard deadlines independent audits
- Organized Dividend Reinvestment Plans making note of DRIP discounts, option deadlines and expiration dates
- Verified custodian share/par positions to the accounting records and investigated any discrepancies

McAuliffe & Associates, PC - Newton, MA

May 2014- September 2014

Paralegal

- Assisted associates with chapter 7, chapter 11 and chapter 13 bankruptcy filings
- Negotiated with collection firms to reduce clients' outstanding notes
- Assisted associates with discovery: drafting interrogatories, requests for production of documents, and bates labeling
- Served execution and demand letters, regularly served creditors notices of debtor activity

DLA Piper LLP - Boston, MA

July 2012 - March 2014

Litigation Project Assistant

- Assisted Associates with creation of in-house compliance for cross-border clients focusing on transactions posing higher FCPA risks
- Assembled litigation pleadings, trial binders, deal books, and exhibits directly with partners and general counsel
- Utilized electronic and paper systems to store and retrieve charts, subpoenas, pleadings, deeds, contracts, facts, letters, memos
- Processed official billing time, expense reports and check requests for partners and Associates

CONTACT

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SKILLS

- Negotiation
- Acute Communication
- Project Management

EDUCATION

- Boston College, BA 2012
- Boston Latin School, 2008

ACTIVITIES

Model, Brunna Dallo Makeup School