



JULIA LERNER

Property Administrator

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Eastern Pennsylvania LLC
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PROFILE

Julia is a Property Administrator for Lee & Associates of Eastern Pennsylvania. Julia fully supports the Asset Services team, assists in Lease Administration activities, and promotes positive tenant relations at the firm's Central Pennsylvania office.

CAREER SUMMARY

Julia has experience as our Client Services Coordinator. She provides exceptional support to the Lee & Associates team and their clients through listing management, comprehensive reporting, creating marketing and pitch materials, managing records of anticipated cash flow, event coordination, and more.

Julia earned her Bachelor's degree in Small Business Management and Entrepreneurship from Indiana University of Pennsylvania. During her time there, she served as Vice-President of the Future Entrepreneurs Club, Treasurer of Circle K Volunteer Organization, and was a representative in the Eberly College of Business Student Advisory Council. Julia's professional background is in residential and commercial property management.

EXPERIENCE

- Feb 2025 to Present: Property Administrator/ Lee & Associates of Eastern Pennsylvania
- Nov 2022 - Jan 2025: Client Service Coordinator / Lee & Associates of Eastern Pennsylvania
- Dec. 2020 - June 2022: Assistant Property Manager, Commercial / Ventas
- Nov 2019 - Sept. 2020: Assistant Manager / Sherwin-Williams
- Feb 2019 - Nov 2019: Property Manager / LCL Management

EDUCATION

- Bachelor of Science in Small Business Management and Entrepreneurship, Indiana University of Pennsylvania