

Subrina Lashenko

lashenkosubrina@gmail.com • 347.415.4094

11513, 103 Ave.

Jamaica, NY 11419

Nationality: USA

Availability: Open upon request

Job Type: Permanent, Telework, Term, Multiple Appointment Types

Work Schedule: Full-Time

Desired location: Open upon request

EMPLOYMENT HISTORY:

Consultant; Closing Manager – May 2011 – Present

Employer: Myspace NYC Realty C/O Zumper Inc.

96 Bogart Street, Brooklyn NY 11206

Hours per week: 40

Supervisor: Shawn Mullahy, 347-268-8605 (May be contacted)

Related Competencies: Contracting; Documentation; Accuracy; Contract Negotiation; Accounts Payable/Receivable; Confidentiality; Communication; Client Relations; Work Optimization; Critical Problem-Solving; Organization.

Oversee end-to-end leasing process for four main property management companies, landlords, and agents for 400+ buildings. Prepare, process, and complete applications, leasing contracts and packages, legal documents, payments, deal closing documents, and agent payouts within the designated deadline, ensuring accuracy. Review, verify and approve documentation: applications, background, and credit checks. Maintain and protect all documentation and uphold confidentiality. Audit Accounts Payable and Accounts Receivable. Resolve vendor or payment disputes. Train staff, including rental agents and managers, in communication skills, client service and corporate policy, processes and procedures, and best practices. Build and maintain relationships and networks with prospective clients and Landlords. Utilize proprietary operational infrastructure to accelerate listings to acquire leasing agreements.

Selected Achievements:

- Developed position and built the department from the ground up to meet increased workflow demands.
- Build and foster strategic relationships with landlords and agents, resulting in quicker and efficient workflow processes.
- Created new work structures for virtual workplace during COVID restrictions: introduced and utilized DocuSign for leases and proper acceptance letters. Ensured accuracy in all documentation related to accounts payable and accounts receivable.
- Negotiate and draft contracts specific to each client and landlord situation.
- Contributed to \$20M+ in company earnings while serving 100K+ clients.
- Acquired 10K+ in signed rental leases during tenure.
- Maintaining activity reports by recording and achieving an acceptable lease closing ratio of 94%

Manager and Executive Assistant – April/May 2009 – April 2011

Employer: Express Supply NYC

641 Amsterdam Avenue, New York NY 10025

Hours per week: 40 -60

Supervisor: Schlomo Avdoo, 917-886-6309 (May be contacted)

Related Competencies:

Oversaw office administration: ordered supplies for store inventory and office supplies; completed payroll and employee scheduling; tracked and documented vendor payments and accounts receivable; performed as a cashier when needed—maintained customer account relationships with builders and building management.

ADDITIONAL EXPERIENCE – Please note that Schlomo Avdoo was also the supervisor for all the below employment.

Store Manager, Triple A Discount, New York, NY

Executive Assistant and Office Manager, AAA Locksmith, Jamaica, NY

Office Assistant, Millennium Home Sales, Jamaica, NY

April 2008 – April 2009

July 2006 – March 2007

May 2005 – June 2006

EDUCATION:

Southern New Hampshire University, Manchester, NH

Bachelor of Science, Major in Business Administration, Minor in Organizational Leadership

October 2020 – Expected graduation year: 2024

- Cumulative GPA: 4.0/4.0

CERTIFICATION:

- License New York Real Estate Broker (Completion Date -- 09/2021)
- Accounting, Southern New Hampshire University, Manchester, NH (08/2021 – 08/2022)
- Exercising Leadership: Foundational Principles, HarvardX
- Certified Phlebotomist, Royal Learning Institute, New York
- Certified EKG Technician, Royal Learning Institute, New York

COMPUTER SKILLS:

- PC Systems
- Microsoft Office Suite: Word, Excel, Outlook, and PowerPoint
- Internet and Typing

SKILLS:

- Property Management & Leasing
- New Business Cultivation & Partnerships
- Account Management & Administration
- Data Analysis & Problem Solving
- Project & Vendor Management
- Staff Training & Development
- Written and Oral communication
- Organization and Detailed

"I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith."
[May 20th, 2021]