

BRI MIDDLETON

PROJECT COORDINATION | REAL ESTATE | OPERATIONS

Los Angeles, CA | 949-327-0886 | brimiddleton22@gmail.com | linkedin.com/in/brimiddleton

PROFESSIONAL SUMMARY

Project coordination and real estate professional with 5+ years of experience supporting cross-functional initiatives, managing stakeholder relationships, and driving operational improvements across financial services, consulting, and real estate. Experienced in project planning, timeline coordination, client communications, and business development, including marketing strategy and lead generation. Skilled in coordinating multiple stakeholders, streamlining processes, and managing competing priorities to support successful project execution and business objectives.

SKILLS & CREDENTIALS

Project Planning & Coordination • Project Scheduling & Timeline Management • Real Estate Sales & Leasing • Stakeholder & Vendor Management • Client Relationship Management • Cross-Functional Collaboration • Lead Generation • Marketing Strategy & Content Creation • Process Improvement • Risk Assessment & Management • Operational Planning • Project Documentation & Reporting • Salesforce • SAP • Microsoft Dynamics 365 • Smartsheet • Asana • Yardi • Redx • Mailchimp • Lofty • Canva • Meta Business Suite • DocuSign • UiPath • Followupboss • California DRE Salesperson License #02369200

PROFESSIONAL EXPERIENCE

Residential Property Manager | Los Angeles, CA

Self-Employed | March 2025 – Present

- Coordinate routine property maintenance, repairs, and vendor scheduling to support the upkeep of a private residence.
- Communicate with service providers, monitored maintenance requests, and followed up to ensure work was completed in a timely manner.
- Assist with tracking property-related expenses, invoices, and service costs to support budget management.
- Maintain organized records of maintenance activities, vendor information, and property-related documentation.
- Oversee day-to-day property needs, prioritizing upkeep, organization, and the overall condition of the residence.

Events Coordinator / Host | Los Angeles, CA

Freelance / Self-Employed | January 2025 – Present

- Plan and support private events, including event preparation, food and beverage organization, table setup, and presentation.
- Communicate with clients to understand requirements and support a smooth experience.

Licensed Real Estate Salesperson | Los Angeles, CA

Self-Employed | November 2025 – Present

- Coordinate residential sales and leasing activities, including client communications, property showings, open houses, and transaction-related scheduling.
- Develop marketing strategies and create promotional materials for email newsletters, social media campaigns (Instagram and TikTok), and digital advertising to support lead generation and client engagement.
- Manage relationships with clients, lenders, and vendors, facilitating cross-functional communication and coordination throughout the sales and leasing process.

Sr. Communications Specialist – IT Compliance | Los Angeles, CA

First American Financial Corporation | May 2024 – March 2025

- Served as liaison among engineering, IT leadership, business owners, and 40+ external auditors and assessors.
- Coordinated workshops and strategy meetings to develop communication plans and process improvements.
- Coordinated 10+ technical/security audits and a third-party risk management program.

Sr. Risk & Financial Advisory Consultant | Los Angeles, CA

Deloitte & Touche | September 2020 – April 2024

- Planned project execution roadmaps and managed internal and 4+ offshore staff to align strategies and delivery timelines.
 - Conducted risk assessments for mid-sized to large companies across technology and financial services.
 - Improved recurring assessment processes, reducing onboarding time and staffing requirements for future engagements.
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EDUCATION

Master of Professional Accountancy (STEM) | University of California, Irvine | May 2020
Bachelor of Science, Accounting | University of Tampa | June 2019