

Emily Harkins
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Professional Summary

Accomplished operations and real estate professional with a diverse background in architecture, property management, real estate brokerage, and community leadership. Proven expertise in operations management, strategic planning, marketing, and team mentorship. Adept at fostering growth for real estate and property management businesses while maintaining a focus on community engagement and professional development.

Education

- **Bachelor of Architecture**, Minor in Global Studies, Drury University, Springfield, MO (2003)
 - **Certificate in Environmental Studies**, Columbia University, New York, NY (2002)
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Professional Experience

Owner/Director of Operations

Don Harkins Realty | Merritt Island & Orlando, FL
2022 – Present

- Oversee day-to-day operations and growth strategies for a thriving residential real estate brokerage.
- Implement a la carte service offerings and competitive commission splits to attract top talent.
- Lead marketing, pricing strategy, and client engagement to enhance market presence in Brevard and Orange counties.

Owner/Director of Operations

SeaDog Property Management | Merritt Island & Orlando, FL
2023 – Present

- Manage operations for a growing property management company, focusing on client satisfaction and operational efficiency.
- Develop and execute strategies for portfolio growth and sustainable management practices.

Director of Operations

Your Florida House Team at Keller Williams at the Parks | Orlando, FL
2019 – 2022

- Directed operations for a top-producing real estate team, ensuring seamless workflows and client satisfaction.
- Spearheaded marketing and sales initiatives, resulting in increased revenue and market share.

Volunteer Coordinator and Special Projects Manager

Central Florida Commission on Homelessness | Orlando, FL
2017 – 2018

- Coordinated volunteer programs and managed special projects aimed at reducing homelessness. Worked to advance successful city initiative that permanently housed over 100 individuals experiencing homelessness, and helped to secure future funding from large corporations to continue the program.
- Built relationships with community stakeholders to advance the organization's mission.

Owner/Chef

Em's Neighborhood Kitchen | Orlando, FL
2015 – 2019

- Owned and operated a catering and personal chef company, managing all aspects of operations, marketing, and customer engagement.

Director of Property Management

Bishop Beale Duncan | Orlando, FL
2009 – 2015

- Directed property management services for a portfolio of commercial and mixed-use properties totaling over 3 million square feet.
- Managed and mentored a staff of property managers and maintenance technicians.
- Established best practices for tenant relations, maintenance, and financial performance.

Project Manager

The Scott Partnership Architecture | Orlando, FL
2008

- Managed architectural projects from concept through completion, ensuring client satisfaction and quality control.

Project Manager

Ustler Development | Orlando, FL
2004 – 2008

- Coordinated development projects, including budgeting, scheduling, and contractor oversight, with a focus on urban redevelopment and mixed-use projects.
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Boards and Committees

- Committee Member, **2025 Holy Trinity Episcopal Academy Father Daughter Dance**
 - Former Chair, **Historic Preservation Board for the City of Orlando**
 - Former Promotions/Social Media Chair, **Merritt Island Little League Board of Directors**
 - **Merritt Island Little League Team Mom**
 - Former President, **Trinity Lutheran Child Development Center Parent Association**
 - Former Secretary (two non-consecutive terms), **Holy Cross Lutheran Ministries Board of Directors**
 - Former Culinary Teacher, **New Image Youth Center**
 - Former President, **Amelia Place Condominium Board of Directors**
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Professional Affiliations

- **Building Owners and Managers Association (BOMA)**
 - **Urban Land Institute (ULI)**
 - **Congress for New Urbanism (CNU)**
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Skills

- Strategic Planning and Operations Management
 - Marketing and Pricing Strategy
 - Team Mentorship and Leadership
 - Client Relationship Management
 - Community Engagement and Public Relations
 - Architectural Project Management
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Volunteer Activities

- Actively support community initiatives through leadership roles and mentorship.
 - Advocate for local sports programs and youth activities in Brevard County.
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