

Julia Boudiab

Project & Operations Manager | Licensed Real Estate Agent
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Professional Summary

Licensed and results-driven real estate professional with 5+ years of experience in residential and investment property sales, project management, and operations. Adept at market analysis, strategic negotiations, and full-cycle deal facilitation. Proven leadership in scaling real estate operations, developing SOPs, and managing rehab projects and vendor relations. Bilingual in English and Arabic with a strong commitment to client satisfaction, efficiency, and compliance.

Certifications & Licenses

- Licensed Real Estate Agent – State of Ohio
 - Notary Public – State of Ohio (February 2023)
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Education

Cleveland State University – Cleveland, OH
Bachelor of Business Administration – *December 2017*

Cuyahoga Community College – Cleveland, OH
Associate of Visual Arts, Graphic Design – *December 2013*

Professional Experience

B2B Realty – Cleveland, OH
Real Estate Agent | May 2018 – Present

- Represent buyers and sellers in residential and investment real estate transactions.
 - Perform comparative market analysis (CMA) to determine pricing and property value.
 - List properties on the MLS and coordinate marketing, open houses, and showings.
 - Negotiate contracts to ensure favorable terms and manage all aspects of deal closings.
 - Guide investors through acquisition, rehab, and resale or rental processes.
 - Liaise with lenders, inspectors, and title companies to facilitate smooth transactions.
 - Ensure compliance with local, state, and federal real estate regulations.
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IHB Property Solutions – Cleveland, OH

Project Manager / Operations (Ad-Hoc) / May 2020 – Present

- Source real estate deals and assess investment potential via ARV (After Repair Value) analysis.
 - Draft purchase agreements and facilitate sales of renovated properties.
 - Develop scope of work, hire contractors, and manage rehab timelines and budgets.
 - Oversee bookkeeping, vendor payments, and project progress across multiple properties.
 - Maintain detailed records and ensure timely completion of all renovation projects.
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B2B Realty & Property Management – Cleveland, OH

Director of Operations / May 2018 – June 2022

- Developed SOPs, KPIs, training manuals, and checklists to standardize processes.
- Implemented property management software and technologies to improve efficiency.
- Led company growth from 70 to 500 units under management.
- Hired and trained staff across multiple roles and departments.

Office Manager

- Supervised property managers and coordinated daily operations.
- Conducted weekly meetings, managed accounting/bookkeeping, and processed owner payouts.
- Resolved client complaints and managed vendor relationships.

Property Manager

- Communicated with property owners and tenants, collected rent, and handled complaints.
 - Assigned and tracked maintenance work orders and eviction processes.
 - Coordinated with legal teams and attended court sessions when necessary.
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Leadership & Community Involvement

- **Arab Americans of Cleveland** – *VP of Programs, Executive Board Member (Mar 2020 – Dec 2024)*
 - **Cleveland Public Theatre** – *Founding Member & Advisor, Masrah Cleveland Al Arabi (Jul 2018 – Present)*
 - **Cleveland State University** – *Presidential Student Ambassador (Jan 2016 – Dec 2017)*
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Languages

- English (Native)
- Arabic (Native)