



ELLEN SMITH

PROPERTY MANAGER

Career Summary

Ellen Smith serves as Property Manager, responsible for supporting the overall operations of a 154,000 SF office and retail portfolio, in Austin, Texas. Ellen is focused on tenant and owner relations, monthly financial reporting, property maintenance, and service contract negotiation.

Prior to joining Live Oak, Ellen served as Assistant Property Manager with The Weitzman Group/Cencor Realty Services, where she was responsible for the oversight of a 400,000 SF downtown office portfolio.

Ellen offers over three years of property management experience including vendor and tenant relations, budget preparation and reconciliation, and lease administration and abstracting.

Education

B.S. - Fairmont State University

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