

DANUT J. SPATARU / RÉSUMÉ

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PROFESSIONAL SUMMARY

Office and property management professional with ten years of experience in real estate transactions, client relations, admin operations and marketing for several top-producing brokers from New York City's most prestigious agencies. Portfolio includes track record of improving business operations and organizational efficiency. Skilled in reducing operating costs by eliminating process redundancies and improving workflows. Experience communicating with all levels of professional groups, personality types and cross-functional teams. Google Workspace, Microsoft Office, CMS/CRMs.

PROFESSIONAL EXPERIENCE

2023–2025 — Office and Property Manager / Operations and Communications Coordinator

Artifact. Shared workspaces office, 1850 Amsterdam Ave, New York, NY

Managed daily **operations** for a shared workspace building hosting ninety small private offices, conference rooms, and dedicated desks. Managed the entire leasing and occupancy cycles and tenant relations for nine residential buildings.

- Produced and managed internal workflow trackers for operational consistency and efficiency.
- Coordinated communications between CEO/COO, tenants, vendors/contractors and maintenance teams.
- Created transactional and operational documentation and maintained digital filing systems.
- Greeted visitors and business associates; conducted office tours and new tenant orientations.
- Handled high-volume customer inquiries and escalations via email, phone, and several online platforms.
- Managed listings, move-ins/move-outs, rent rolls and collections, lease renewals.

2021–2022 — Coordinator & Moderator, Artificial Intelligence Projects

TransPerfect / DataForce, 1250 Broadway, New York, NY

Project-based role supporting AI data collection and validation for language-recognition technologies.

- Conducted and moderated artificial intelligence projects assessing human-machine interactions.
- Collected and structured large datasets (audio, image, video, text) for machine learning algorithms.
- Verified and categorized datasets accuracy used in language processing and speech recognition models.

2016–2020 — Marketing, Client Relations and Communications Manager / Transaction Coordinator

Brown Harris Stevens, 445 Park Avenue / The Corcoran Group, 660 Madison Avenue, New York, NY

Client communications and coordination of real estate transactions (co-ops/condos sales) for teams of 10+ brokers.

- Coordinated real estate transactions from contract to closing for top-producing brokers.
- Ensured compliance, document accuracy, and adherence to transaction deadlines.

- Managed communications between clients, brokers, attorneys, and agency directors.
- Prepared board and sales presentation packages and maintained CRM systems and detailed transaction records.
- Managed and segmented a 30,000-client database; created sales comps for client presentations
- Conducted market/buyer searches and created comp reports for active, under contract and sold properties..
- Created listings for StreetEasy/Facebook Marketplace & submitted ads to NYTimes.com/The Wall Street Journal.
- Occasionally managed listings for brokers' international luxury property portfolios (London, South France, Spain).

EARLIER EXPERIENCE

2011–2016 — Director of Digital Operations — *TWELV Fashion Magazine, New York, NY*

Marbles & Marbles International, Inc.

Fashion, culture, and lifestyles magazine which in 2011 I helped to conceptualize, produce and launch together with styling and editorial talents formerly nurtured at Condé Nast, Vogue Italia, and Paris Vogue.

1999–2010 — Managing Editor — *Pacific Webcard Directory, Vancouver, Canada*

Produced and published a digital business directory and real estate private listings platform.

CORE COMPETENCIES

Operations Management • Office Administration • Remote Coordination • Vendor Management • Facilities Oversight
Client Relations • Workflow Optimization • CRM Systems • Process Improvement • Cross-Functional Communication.

EDUCATION

University of Colorado, Boulder – *Digital Advertising Strategy, Advance Professional Studies Specialization*

MacEwan University, Canada – *Diploma, Advertising Communications, Computer Graphics & Design*

New York Real Estate Institute, New York, NY – *Licensed Real Estate Sales Person (license expired)*

High School, Romania – *Baccalaureate Diploma, Mathematics & Physics*

CERTIFICATIONS

- Artificial Intelligence / Machine Learning
- Social Media Advertising
- Google Search Ads
- Programmatic Advertising
- Native Advertising
- New York Real Estate Institute (*license expired*)

REAL ESTATE PORTFOLIO and INDUSTRY-SPECIFIC PLATFORMS I HAVE EXPERIENCE WITH



For details on my experience in real estate please scan this QR code or visit my online professional profile at www.padronius.com/djs/realestate

OLR | StreetEasy | PropertyShark | CoStar | CompStak |
LoopNet | BrokerLoop | BusinessBroker | Showcase |
BuyBizSell | TAXI | Vesta | reSOURCE | Buildium | Archie
Microsoft Office | Google Workspace | ConstantContact