

Amelia Aboff

LEED AP BD+C | [REDACTED]

EDUCATION

Master of Science in Real Estate Development

Columbia University, Graduate School of Architecture, Planning and Preservation | New York, NY | 2011-2012

Bachelor of Arts in Environmental Studies and Urban Studies, magna cum laude

Brown University | Providence, RI | 2009-2011

Stanford University | Palo Alto, CA | 2007-2009

REAL ESTATE AND LAND USE EXPERIENCE

WS Development, Associate Development Manager | Chestnut Hill, MA | 2017-present

- Manage project development and represent WS before land use entitlement agencies to secure permissions and permits
- Solicit and evaluate proposals from architects, engineers, and consultants; manage contracts, schedules, and budgets
- Lead internal cross-disciplinary project teams to ensure the actions of operations, leasing, construction, tenant coordination and lease administration are in accordance with the long-term strategy for the project or asset
- Collaborate with construction, operations, and accounting to prepare and reconcile capital projects and operations budgets

Cambridge Innovation Center, Expansion Lead | Cambridge, MA | 2016-2017

- Defined criteria for prospective expansion cities, and identified and prioritized potential sites for in-depth analysis
- Developed strategic relationships with real estate developers, academic institutions, community organizations, and local governments to inform strategy for collaboration and understand likelihood of success in entering the market
- Led negotiation of a variety of partnership and financial agreements, including long-term leases and joint ventures
- Managed internal project team across all stages of development, from financial feasibility through design and construction

BuroHappold Engineering, Cities Consultant | New York, NY | 2012-2016

- Led interdisciplinary teams on a diverse set of projects including the development of NYC's strategy to reduce GHG emissions 80% by 2050, the revitalization of 10,000 acres of urban parkland, and sustainability plans for a campus of 30,000
- Oversaw project workflow, designed and managed budgets up to \$3.2 million, and executed project meetings with participants ranging from high-level agency and private-sector leadership to members of the local community
- Supervised multiple subconsultant RFP and RFEI processes including negotiations, contracting, and deliverables
- Designed and led program management and stakeholder engagement processes, ensuring community input and buy-in
- Developed organizational structures to ensure long-term success of planning efforts, including City, State, and Federal agency collaborations, institutional boards and working groups for public-private partnerships and non-profits
- Established economic feasibility and public benefits of proposed mixed-use development and revitalization projects
- Supported team business development efforts from research and development of proposal approach through final edits

NYC Mayor's Office of Long Term Planning and Sustainability, Energy Intern | New York, NY | 2010-2011

- Evaluated feasibility of proposed changes to the city's building, maintenance and health codes by researching and analyzing potential obstacles identified by members of the industry advisory board
- Developed educational materials about the Greener, Greater Buildings Plan (Local Laws 84, 85, 87, 88)
- Analyzed accuracy of New York City's historical energy capacity and peak demand projections

Energy Tax Savers, Inc., Energy Policy Act Tax Analyst | Syosset, NY | 2009-2010

- Identified tax deduction opportunities on the order of \$200,000 for nationwide clients with energy efficient lighting, HVAC systems and building envelopes

ADDITIONAL EXPERIENCE

Columbia University GSAPP, Teaching Assistant | New York, NY | 2011-2012

- Prepared materials and assignments for the MSRED High Performance Design electives

New York 2040, Research Assistant | New York, NY | 2011-2012

- Collaborated with Director Vishaan Chakrabarti to evaluate opportunities for hyperdensity in New York

USGBC Students, Brown University, President and Founder | Providence, RI | 2010-2011

- Instructed twelve undergraduate students in preparation for the LEED Green Associate examination

TECHNICAL SKILLS

Microsoft Word, Excel, PowerPoint, Project; Adobe InDesign, Photoshop; Google Sketch-up

MEMBERSHIPS

Associate Member, Urban Land Institute; Member, US Green Building Council – Massachusetts Chapter