

KOURTNEY PARRY

Managing Director, Global Corporate Services | Strategic Consulting, Transaction & Facility Management
San Francisco, CA • +1 415 748 0823 • kourtneyparry@me.com • linkedin.com/in/kourtneyparry

PROFESSIONAL SUMMARY

Global corporate real estate executive with 15+ years of experience building and leading outsourced corporate real estate services platforms for enterprise clients across technology, finance, and professional services sectors. Proven track record managing the full lifecycle of corporate real estate on behalf of clients: from strategic consulting, portfolio planning, and transaction management through construction oversight, lease administration, and on-going facility management. Built and scaled OfficeNetwork as a fully outsourced corporate real estate function serving Fortune 500 companies, directly negotiating 1,000+ transactions representing \$500M+ in total lease value across North America, Europe, and Asia-Pacific. Experienced securing and growing multi-market enterprise mandates, leading globally distributed teams, and deploying technology and AI tools to analyze portfolios, scenario plan, and deliver market-leading service. Has run the practice, built the client book, and closed the deals — across every asset class, phase of occupancy, and geography this role requires.

CORE COMPETENCIES

- Outsourced Real Estate Services Leadership
- Enterprise Client Development & Retention
- Global Transaction Management (All Asset Classes)
- Lease Administration & Portfolio Analytics
- Facilities & Property Management Oversight
- Construction & Design Project Management
- Strategic Consulting & Portfolio Scenario Planning
- Financial Modeling, TCO & Investment Analysis
- Global Team Leadership & Service Delivery
- Multi-Market & Cross-Border Portfolio Coordination
- Vendor Strategy, Procurement & Contract Management
- AI Workflow Integration & Technology-Driven Delivery

PROFESSIONAL EXPERIENCE

Workplace & Real Estate Strategy Consultant | [Nimble Workplace](#) | Jan 2023 – Present

- Lead strategic consulting engagements for enterprise clients, providing outsourced real estate advisory across portfolio strategy, transaction management, construction oversight, and facilities operations.
- Manage client relationships from initial engagement through ongoing service delivery, serving as the primary point of accountability for all real estate activities across each client's global portfolio.
- Support clients at every phase of owning or occupying commercial property: planning, design, construction, initial occupancy, on-going operations, right-sizing, and future expansion.
- Build financial models, Total Cost of Ownership analyses, and portfolio scenario plans to support client decision-making across lease vs. buy, market entry, and footprint optimization decisions.
- Negotiate transactions including new leases, renewals, expansions, and dispositions across office, industrial, retail, and flex asset classes; coordinate with outside counsel and legal teams through execution.
- Deploy AI tools to accelerate portfolio analysis, lease abstracting, market research, and executive reporting; built service delivery workflows that materially improve turnaround time and output quality for clients.

VP, Property | [KPJT Holdings](#) | Jan 2021 – Present

- Own investment strategy, acquisition, and development across a diverse owned real estate portfolio; ground decisions in growth objectives, risk tolerance, and financial targets through long-range forecasting and scenario modeling.
- Manage the full property management lifecycle across the portfolio including vendor procurement, facilities operations, lease administration, and capital project delivery.
- Build and present portfolio performance reporting to ownership and investor stakeholders; develop strategic recommendations based on market conditions, occupancy data, and portfolio analytics.

- Projects consistently come in 10% ahead of schedule and under budget through rigorous vendor accountability and hands-on project management.

Co-Founder & Head of Real Estate and Workplace Strategy | OfficeNetwork | Jan 2008 – Jan 2021

- Founded and scaled OfficeNetwork as a fully outsourced corporate real estate services platform, delivering strategic consulting, transaction management, lease administration, construction oversight, and facility management to Fortune 500 and globally recognized technology companies across multi-market and global mandates.
- Secured and managed enterprise client relationships across the technology sector, growing the firm through multi-market mandates covering office, industrial, retail, and flex asset classes globally.
- Directly negotiated 1,000+ corporate transactions across North America, Europe, and Asia-Pacific, representing \$500M+ in total lease value, including complex multi-site deals and 100,000+ SF leases.
- Supported clients at every phase of owning or occupying commercial property: planning, design, construction, and initial occupancy through on-going cost-effective operations, estate management, right-sizing, and future expansion — with scenario planning and portfolio analytics informing decisions at each stage.
- Built and maintained portfolio analytics platforms covering occupancy, utilization, lease terms, and cost benchmarks; delivered scenario planning and executive-level reporting to C-suite stakeholders on a regular cadence.
- Developed and deployed financial models, TCO analyses, and investment proposals for board-level capital approval; incorporated cross-functional input from Finance, Legal, and Treasury to secure client decisions.
- Built and led globally distributed real estate and workplace teams including transaction managers, project managers, lease administrators, and facilities coordinators across geographies.
- Leveraged market-leading technology and data platforms to analyze portfolios, model scenarios, and deliver actionable recommendations that drove measurable cost savings and operational efficiency for clients.

Co-Founder & Head of Product | Third Workplace | Jan 2012 – Jan 2016

- Built and scaled a flex workspace services startup from the ground up, delivering site selection, lease negotiation, design, construction, and ongoing workplace operations across multiple Bay Area locations.
- Developed go-to-market strategy and enterprise client acquisition approach; managed business development alongside product, operations, and real estate functions.
- Applied financial modeling and portfolio analytics to drive space utilization, occupancy planning, and expansion strategy decisions.

Regional Director / General Manager / Operations Manager | Regus (IWG) | Jun 2000 – Feb 2007

- Managed multi-million-dollar P&L across a Class A commercial portfolio including Esquire Plaza (Sacramento) and One Embarcadero (San Francisco) as part of the world's largest outsourced workplace services platform.
- Oversaw real estate strategy, property management, facilities operations, and client service delivery across multiple properties; led enterprise client relationships and workplace service accounts.
- Led teams of 50+ across client services, facilities, and operations; developed vendor management frameworks and service delivery standards that remained in use well beyond tenure.

TECHNICAL SKILLS & TOOLS

Financial & Analytics: Microsoft Excel (advanced financial modeling), QuickBooks, data analytics platforms

Real Estate & Lease Platforms: Oracle, LeaseCalcs, enterprise lease administration and transaction management systems

Business & Collaboration Tools: Google Workspace (G-Suite), Microsoft Excel & Word, Salesforce CRM, HubSpot, Jira, Slack, Zoom, DocuSign

AI & Emerging Tools: Use AI tools daily across lease abstracting, market research, portfolio scenario planning, and client reporting; built service delivery workflows that cut manual research time significantly and improved output quality.

LICENSES & ADDITIONAL INFORMATION

California Real Estate Broker License: #01838751

Global Experience: Extensive experience managing domestic and international real estate portfolios and client mandates across North America, Europe, and Asia-Pacific.