

Brian Edward “Eddie” Burroughs

Stantonsburg, NC | (252) 595-8161 | info@eddieburroughs.com | eddieburroughs.com

Real Estate Operations and Technology Implementation

Real estate operations professional and active North Carolina real estate broker with experience managing more than 300 residential and commercial units. Background includes leasing, maintenance coordination, vendor management, tenant relations, financial administration, and team supervision. Develops business workflows and software with AI-assisted tools, bringing practical property operations knowledge to technology implementation.

SELECTED EXPERIENCE

- Property-management experience includes a portfolio valued at approximately \$4.41 million and typical occupancy of approximately 97%.
- Supervised five employees and three contractors; coordinated relationships with more than 25 vendors.
- Handled approximately 10 maintenance requests per week, alongside leasing, documentation, and tenant communication responsibilities.

CORE CAPABILITIES

Property management • Leasing and tenant relations • Maintenance coordination • Vendor management • Team supervision • Documentation • Financial administration • Workflow design • Business systems

PROFESSIONAL EXPERIENCE

Approved Property Management

Property Manager and Co-owner | June 2025–Present

- Coordinate property-management activities, including tenant and owner communication, maintenance follow-up, and vendor coordination.
- Maintain operational records and use property-management systems to support day-to-day work.

RegularUpkeep

Founder and Business Operations Manager | 2023–Present

- Began developing RegularUpkeep in 2023 and incorporated RegularUpkeep LLC in January 2026.
- Develop a property-maintenance platform and related operating workflows using AI-assisted development tools.
- Organize business documentation, marketing, customer communications, and service-provider coordination processes.
- Work with CRM systems, Twilio, and n8n as part of business communications and workflow development.

Greenville Property Management

Realtor and Property Manager | March 2017–July 2023

- Managed residential and commercial property operations with responsibility for more than 300 units.
- Coordinated leasing, applications, lease execution, collections, maintenance scheduling, and tenant communications.
- Maintained property records, inspection documentation, leases, and transaction files; reviewed invoices and financial documentation.
- Developed property marketing and leasing materials, advertised vacancies, and coordinated inquiries and showings.

- Coordinated vendors and service contracts and supported staff onboarding, training, and performance management.
- Applied Fair Housing requirements in leasing and tenant-facing operations.

Dollar General

Store Manager | March 2014–March 2017

- Led store operations, employee scheduling, inventory, customer service, and administrative recordkeeping.
- Handled employee evaluations and personnel documentation and coordinated operational reporting with the corporate office.

ADDITIONAL LEADERSHIP

Senior Pastor and Intentional Interim Pastor

North Carolina congregations | 1991–Present

Provided congregational leadership, public speaking, relationship management, and guidance through organizational transitions.

U.S. Army Field Artillery

Corporal, Non-Commissioned Officer | 1987–1991

Operation Desert Storm combat veteran; served with the 1st Infantry Division.

EDUCATION AND CREDENTIALS

Campbell University | Bachelor of Arts, Religion and Christian Studies

North Carolina Real Estate Broker | Active since 2007 | License 258768

TECHNOLOGY

Property systems: Rentec Direct, Propertyware, AppFolio, Buildium

Business tools: QuickBooks, Microsoft Excel, Google Workspace, DocuSign, Dotloop, Canva

Workflow and communications: Twilio, n8n, CRM systems; AI-assisted development with Claude Code