

**COURTNEY GARRETT**

CLIENT COORDINATOR

Account Role To provide marketing support to a team of industrial brokers for daily operations in line with Cushman & Wakefield goals and initiatives.

- Experience**
- Assist brokers with various duties:
 - Generate and mail magazine ads, brochures, newsletters, invitations, PR cards and other promotional materials
 - Create maps, aerials, banners and spreadsheets for packages, presentations and tours
 - Act as a secondary contact for owner/broker/user inquiries
 - Plan and coordinate Open House events at properties for 100+ brokers
 - Assist in letter of intents, RFP's and other proposals to clients
 - Prepare Amendments, Listing Agreements and other lease documents
 - Produce marketing presentations, packages, proposal books and mailers for clients
 - Initiate, maintain and update monthly property activity reports for owners
 - Administer lease and sales comparables for clients and properties; assist with market analysis
 - Maintain and revise property websites
 - Update and manage marketing database (Act/Ares and Outlook)
 - Track, bill and collect leasing commissions

- Education & Credentials**
- Arizona Department of Real Estate, Licensed Agent
 - Kaplan College, Paralegal Certificate 2004
 - University of Arizona, B.A., Communication and Business 2003

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