

CHRISTIE NEELY
REAL ESTATE ASSISTANT, OFFICE GROUP
BIRMINGHAM, ALABAMA

CAREER HIGHLIGHTS / SPECIALTY OVERVIEW

Christie joined Graham & Company in 2006.

Christie has over 19 years experience as a liaison dealing with professionals, clients and staff. Her range of experience includes time as a bookkeeper, manager and executive assistant. She is proficient in all aspects of administrative tasks.

As part of the Graham & Company team, Christie is the first line of contact for Dan Lovell, Director, Office Group. Her responsibilities include maintaining property listings for all office group agents on various commercial real estate websites, maintaining a data base of more than 16,000 contacts, conducting market research and creating quarterly surveys with occupancy and rental rates of more than 150 Birmingham area office buildings, creation and dissemination of a quarterly newsletter for the Director, design of informational packages and presentations, coordinating meetings, showing properties, performing due diligence activities, organizing the marketing, contracts and various other details concerning assignments, and assisting individual and corporate clients.

AFFILIATIONS / HONORS

- Birmingham Office Advisory Board - Member
- CREW - Commercial Real Estate Women - Member
- Licensed Real Estate Agent - Alabama
- Habitat for Humanity - Volunteer
- Mountain View Baptist Church - Member



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