



Traci Lietzow

Assistant Property Manager

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Education or Qualifications

Bachelor of Business Administration, University of South Carolina

Specializations

Real Estate Management Services

Area of Expertise

As an Assistant Property Manager for the Tower at 1301 Gervais and the Wells Fargo Building located at 1441 Main Street, I am responsible for a large variety of administrative duties that directly support the operation of the properties and the property manager. Under limited supervision and on my own initiative, I am responsible for coding vendor invoices for payment, invoicing tenants for property bill backs, managing the maintenance work order system, utility tracking and annually assist the property manager with the operating budget preparation. I also am responsible for assisting in property transitions, producing quarterly property newsletters, scheduling tenant appreciation events and maintaining strong tenant satisfaction that encourage tenant retention and lease renewals.

In addition, I assist in compiling monthly reports, proposals, various spreadsheets and periodically interface with leasing agents to provide limited information and assistance.

The most rewarding part of my job is getting to assist the property manager with completing tasks that are in line with the long-term goals for the firm. I am a very detail-oriented and organized person with a strong ability to multi-task, which serves as an advantage in my role. Because of my educational background in marketing and operations management, I am able to understand how and why things work and am inspired by growth.

Business and educational background

I am a graduate of the University of South Carolina, where I received a Bachelor of Business Administration in Marketing and Operations Management with a minor in Chinese.

I have 5 years of experience with Colliers | South Carolina, transitioning to Property Administrator after a year.

Community Involvement

My community involvement includes participating in Columbia's Relay for Life events and volunteering frequently at local animal shelters. I have also been a sponsor of a child in Uganda.