

# Professional Profile



## **LINDA N. MEADORS**

Senior Administrative Assistant

### **CURRENT RESPONSIBILITIES**

As Senior Administrative Assistant, Linda assists the Manager, Brokerage Administration, in the supervision of the administrative staff. Other duties include preparation and organization of correspondence, reports, proposals, leases and contracts. She is also the Referral Coordinator for our affiliate, Grubb & Ellis.

### **CAREER SUMMARY**

Linda began her career in 1968 as a legal secretary with the Attorney Generals Office and then at McGuireWoods. She switched to commercial real estate in 1979 with Thalheimer Cushman & Wakefield and has been involved in all aspects of lease administration and property management for the last 24 years. Linda has been with Harrison & Bates since 1992.

### **EDUCATION**

Attended Virginia Commonwealth University with an emphasis in business. Linda has completed numerous technical classes relating to word-processing and Grubb & Ellis Affiliate courses focusing on internet use and contacts.

### **ACCOMPLISHMENTS**

She is a recipient of the company's "Spirit Award" and the Achievement Award.

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