



## **PHYLLIS WESTERMAN, MBA**

Assistant Vice President, Business Operations  
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### **RESPONSIBILITY ON THE TEAM**

Phyllis brings a wealth of energy, knowledge and eagerness to succeed to the Grubb & Ellis|Thomas Linderman Graham team. As Assistant Vice President of Business Operations, she is responsible for ensuring effective operation of the company, including a focus on customer service, efficiency and organization. Phyllis supervises five Marketing Assistant positions, serves as the IT liaison and leads New Employee Orientations. She works closely with the brokerage team holding New Broker Orientations, invoicing and tracking all transactions and creating monthly Production Reports. Phyllis is in charge of operations-related activities such as opening new offices, coordinating training sessions, managing vendor relationships and administering benefits.

### **CAREER SUMMARY**

Prior to joining Grubb & Ellis|Thomas Linderman Graham, Phyllis worked for a local commercial construction company and also taught business courses at Vance-Granville Community College. While attending Graduate School, she worked as a full-time Accounting/Finance Co-Op at IBM in Research Triangle Park.

As the Company has grown, Phyllis has focused on enhancing her Human Resources knowledge by attending numerous training conferences, including 2007 North Carolina Labor and Employment Law Workshop, 2008 CAI Human Resources Management Conference and 2008 North Carolina Workers Comp Forum.

### **EDUCATION**

- University of North Carolina at Wilmington – Bachelor of Science degree in Business, concentration in Marketing
- East Carolina University – Masters of Business Administration
- Licensed Real Estate Broker, North Carolina

### **PROFESSIONAL RECOGNITIONS/AFFILIATIONS**

- Former Executive Board member, Pi Sigma Epsilon Business Fraternity
- Company Spirit Award, 2008, Grubb & Ellis|Thomas Linderman Graham
- Leadership Award, 2007, Grubb & Ellis|Thomas Linderman Graham
- Member, Triangle Organization Development Network