



Accounting and Finance Coordinator

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Paige Jernigan

Area of Expertise

As an Accounting & Finance Coordinator, I am responsible for tenant and corporate billing and processing of payments, filing business license taxes, performing credit checks for tenants and compiling reports, proposals, budgets and financials. Additionally, I compile and distribute monthly property management narratives to our clients and provide administrative support to the accounting department.

My extensive professional experience includes fundraising, business development, customer service, project management, strategic planning, community relations and team development and leadership. I am customer service-oriented, caring, reliable and a team player.

Business and educational background

I most recently served as the Administrative & Customer Service Specialist for The COMET (Central Midlands Regional Transit Authority) where I was responsible for reviewing, processing and verifying compliance for grants and contracts, maintaining record-keeping systems, serving as the secretary for the Board of Directors and compiling data for reports, policies and special projects. I have also held membership specialist roles with the South Carolina Chamber of Commerce and the YMCA of Columbia and as the Executive Director of Talbot Mentors, an organization that matches young people with adult mentors by identifying needed services in the Talbot County, MD community.

Community Involvement

In our community, I enjoy giving back through the United Way of the Midlands, Boy Scouts of America, the YMCA of Columbia and a mentoring program.

Education or Qualifications

B.A. Communication Studies,
UNC-Wilmington

Specializations

Finance and Accounting

Operations/Administration