



ELIZABETH BENTLEY

SPECIALIZING IN LEASE
ADMINISTRATION
SERVICES

Real Estate Paralegal

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PROFILE

Elizabeth Bentley has been with Lee & Associates Greenville / Spartanburg's for over six years in her role as Real Estate Paralegal and Lease Administrator. As Real Estate Paralegal she assists brokers, brokerage teams and the property management division with all levels of administrative support including document preparation, contract and lease administration, letter of intent and proposal preparation, various document and language drafting and all other various administrative duties. Elizabeth was born and raised in Greenville providing her with an extensive knowledge of the area. She has spent the last twelve years in the customer service industry, in varying facets, which has provided her with knowledge and experience on how to best serve Lee & Associates Greenville / Spartanburg's clients and brokers.

In her free time Elizabeth enjoys hanging out with her friends around Downtown Greenville, seeing a show at the Peace Center, spending time in Charleston, or traveling.

EDUCATION

- Mauldin High School
- Winthrop University - BS, Early Childhood Education
- University of South Carolina - Paralegal Certification

MEMBERSHIPS & ASSOCIATIONS

- South Carolina Notary Public, Greenville County
- Chi Omega Sorority, Chi Lambda Chapter

COMMUNITY INVOLVEMENT

- Human Rights Campaign, Member
- Fall for Greenville, Volunteer
- Peace Center of Greenville, Volunteer