



LAUREN SPIVEY

Administrative Assistant

*SPECIALIZING IN
OFFICE & LISTING
ADMINISTRATION*

GREENVILLE/SPARTANBURG, SC

PROFILE

Lauren, in her role as Administrative Assistant, aids and supports brokers and brokerage teams with all levels of administrative support including document preparation, incoming and outgoing communication, prepping and editing marketing materials, sign removals and installations, data entry and other various administrative duties.

Lauren was born and raised in Greenville, SC. In her free time she enjoys spending time with her son and family, reading, baking and yoga.

EDUCATION

- Hillcrest High School

MEMBERSHIPS & ASSOCIATIONS

- South Carolina Notary Public, Greenville County

COMMUNITY INVOLVEMENT

- United Way, Donor

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