



TINA BOOTH

*SPECIALIZING
IN PROPERTY
MANAGEMENT*

Property Management
Admin & Bookkeeper

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PROFILE

In September 2023, Tina Booth became a valued member of Lee & Associates, bringing with her a wealth of expertise in accounting and construction. With a decade-long tenure at a prominent custom homebuilder in Florida, Tina has cultivated a comprehensive skill set, adeptly managing diverse responsibilities such as material procurement, accounting ledger maintenance for property owners, and overseeing the permitting process.

At Lee Property Services, Tina serves in a pivotal role, executing administrative and bookkeeping functions for the executive management team. Her responsibilities include streamlining the tenant payment process with financial institutions, ensuring prompt payment of vendor invoices, and effectively managing the data compiled for the company's database. Additionally, Tina collaborates with the accounting manager to communicate with tenants and property owners regarding billing matters, as well as promptly addresses tenant inquiries.

Beyond her professional pursuits, Tina finds passion in bowling, and participating in league play and tournaments. Having recently relocated to the area, she appreciates the camaraderie she has discovered among fellow bowlers. Outside of her career and bowling engagements, Tina cherishes quality time with her family, including her husband and canine companion. She also enjoys exploring the diverse landscapes of South and North Carolina.