



PAM COCROFT

Administrative Assistant

GREENVILLE/SPARTANBURG, SC

PROFILE

Pamela Cocroft is an accomplished professional with over 40 years of combined experience in the travel industry and administrative services. She began her career as a travel counselor and agent, helping clients plan personalized leisure and business trips—an experience that honed her strengths in customer service, organizational management, and problem-solving.

Pamela later served for a decade at the Office of Legislative Services in New Jersey, where she provided high-level administrative support in a fast-paced government setting. Known for her discretion, efficiency, and diligence, she played a vital role in ensuring smooth daily operations and supporting legislative processes.

Now working in the commercial real estate sector, Pamela brings her extensive background to this dynamic industry. Her unique blend of administrative expertise, public service experience, and client-focused mindset allows her to support teams and contribute to client success with professionalism and adaptability.

Since relocating to Upstate South Carolina, Pamela has developed a deep appreciation for the region's natural beauty and cultural vibrancy. She enjoys spending her free time hiking and biking, exploring mountain parks, and discovering the local culinary scene.

As a Certified Tourism Ambassador™ (CTA), I am committed to promoting Greenville as a welcoming destination, supporting its continued growth, and exemplifying exceptional service and local pride.

EDUCATION

- Katharine Gibbs School
- Mercer County Community College

MEMBERSHIPS & ASSOCIATIONS

- IAAP - International Association of Administrative Professionals

COMMUNITY INVOLVEMENT

- St. Mary's Catholic Church, Greenville

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