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**JENNIFER CONYERS**

Office Administrator
VanTrust Real Estate, LLC
Dallas, TX

As the Office Administrator for the Dallas office of VanTrust, Jennifer provides support for the entire team and assists with the administrative aspects of development projects from inception to completion. In addition to these responsibilities, she assists with marketing and event planning.

Jennifer has over seven years of experience in commercial real estate and has managed over two million square feet of Class A buildings throughout the Dallas area. Prior to joining VanTrust, Jennifer worked for Cushman & Wakefield as a Property Administrator for several years, managing The Offices 1 and 2, both of which are owned by VanTrust. While there, Jennifer managed all aspects of accounting for the properties, including AR/AP, late letters, property accruals, and account reconciliations. In addition, she was responsible for managing all contracts and vendor relationships, as well as planning and executing all tenant events.