



Senior Lease Administrator

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Education or Qualifications

Bachelor of Arts, University of South Carolina

Specializations

Real Estate Management Services

Operations/Administration

Joan Beardsley

Area of Expertise

I am responsible for performing lease analysis, preparing lease abstracts, accounting for and processing operating expense escalation charges, information management, operating expense review and document storage and maintenance. I also perform administrative functions to ensure compliance with lease terms, and tracking financial obligations.

I have always been a very detail-conscious person and enjoy the process of making sure that all the I's are dotted and T's are crossed. I enjoy producing an accurate, quality product that I can be proud of and knowing I have covered everything. I have past experience working for the government that helps bring unique perspective to my common challenges. I am able to look at a situation through different eyes as well as understand many different legal aspects surrounding situations.

Business and educational background

I earned a Bachelor of Arts degree in Journalism with an emphasis in Public Relations from the University of South Carolina. Prior to joining the Colliers team, I worked for many years in South Carolina state government, serving as a Right of Way Agent and Environmental Project Manager at the Department of Transportation and as an agency spokesperson at the Department of Public Safety. I have been in my current role with Colliers as a Lease Administrator for 10+ years and worked on the Real Estate Management Services (REMS) team for 7 years prior to that.

Professional Accomplishments

In 2021, I was the recipient of the Colliers | South Carolina Service Excellence Award which celebrates outstanding quality, creativity, geographic reach and unique teaming and collaboration.

Community Involvement

I love to spend time with my family and support the University of South Carolina by attending soccer events. Boating on Lake Murray is one of my favorite things to do, which led to my involvement in Splash Bash. Splash Bash is an event that takes place on Lake Murray and is open to adults with disability due to spine and neck injuries, giving them and their families an opportunity to enjoy the lake with the assistance of volunteers. People all throughout the community donate their time and resources to ensure that participants and their families can safely enjoy a variety of water recreational activities on the lake. It is an event that I look forward to each year and am very passionate about.

I also am involved in the ongoing efforts of Harvest Hope Food Bank.