



Carol DiPaola

ADMINISTRATIVE ASSISTANT | MULTI-FAMILY INVESTMENTS



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EDUCATION AND QUALIFICATIONS

Associate of Arts – Vermont College

Bachelor of Science
Elementary Education-
C.W. Post College

CONTACT DETAILS

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AREA OF EXPERTISE

Carol has been with Colliers International for over 18 years, working with several brokers in all areas of commercial real estate.

Carol joined the Cooke Multi-Family team in 2009. She is responsible for coordinating property tours with clients and the team, as well as maintaining tour logs and keeping track of offers being presented on various properties. Carol is also a strong liaison between the team and clients, providing the open communication needed to keep the daily business running smoothly. She takes the minutes on various conference calls and makes sure the participants are up to date with the information. She maintains the online files and documents for the team's easy reference. Carol is also responsible for booking conferences and seminars for the team members, while maintaining their business calendars.

PROFESSIONAL ACCOMPLISHMENTS

- #2 Team in Greater Phoenix – 2014, 2010
- Certificate of Appreciation for On-Spot Performance 2009, 2010, 2012
- Service Excellence Award – 2006
- International Award of Excellence - 2000

BUSINESS BACKGROUND

Carol began her career in 1973 in New Jersey, working in various aspects of marketing and meeting planning, expanding into real estate including residential, land development, industrial and office leasing. She has been in Arizona since 1980, and has continued to gain experience in the real estate industry.