



Brenda Miller

Executive Assistant to Daniel J.
Alderman

NAI CIR

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Scope of Responsibilities

Brenda Miller joined NAI CIR in 2005 as executive assistant with The Alderman Group. Brenda provides support services including preparation of renewals, escrow deposits and releases, aerial imagery, real estate contracts, sales and lease agreements, proposals, and RFPs. Brenda also handles the listing updates of multiple listing sites, coordinates showings, and updates social media.

Background & Experience

Brenda has over 25 years of experience as an administrative assistant and has worked the last 13 years with The Alderman Group. She is adept at learning new systems and has a deep knowledge base of commercial real estate property. In her free time, she enjoys golfing and traveling with her fiancé and son.