

**Laura Goodman, Senior Administrative Assistant**, has been a valued asset of the company since the past 18+ years. She joined the company after having acquired over 8 years experience in customer service, data processing and front office operations.

Ms. Goodman skillfully provides administrative support and liaisons with vendors and tenants, takes responsibility for appropriate documentation and follow-up on all matters related to property management, and input of real estate listings in the several multiple listing services. She takes on the responsibility of contract administration as necessary. She also ensures that all tenants have their paperwork in order including provision of Insurance Certificates naming Lessor's and Property Manager as additional insured.

When she is not working, Laura actively supports youth programs aimed at helping them make better choices as part of Drug and Safety awareness program. She also volunteers to strengthen self-esteem and sense of purpose among young women at church. She enjoys spending time with her family and friends for relaxation.

**CONTACT: [laura@tfmerrickcompanyinc.com](mailto:laura@tfmerrickcompanyinc.com)**