

Janee Carlile

Director, Brokerage Support Services
Executive Assistant and Client Services Coordinator

Experience

Janee Carlile joined Bradley Company in early 2013 serving as the executive assistant to President and CEO, Brad Toothaker, as well as the client services coordinator for the Great Lakes Capital Portfolio.

Janee has focused her efforts on understanding the many levels of our brokerage business line; including obtaining her broker license. This has led to administrative and procedural efficiencies in the brokerage operations department creating higher levels of productivity.

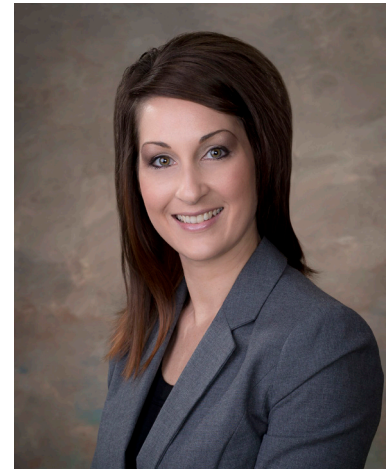
As Director, Brokerage Support Services, she manages the day-to-day of the Brokerage Support team and continues to analyze brokerage processes and procedures to help identify opportunities for Bradley Company's continued growth.

Professional Affiliations/ Accreditations

- St. Joseph County Chamber of Commerce, Ambassador, 2014- Present
- *Emerge*, Leadership South Bend/ Mishawaka, Graduate 2014
- Indiana Notary
- Indiana Licensed Real Estate Broker
- WBOM, Member 2014-Present

Civic Involvement

- Race to Save Lives/ Suicide Prevention Center, Committee Member, 2012-Present
- Junior Achievement, 2013
- Big Brothers Big Sisters, 2012



Education

Bachelor of Arts
Indiana University

Master of Liberal Studies, 2012-Present
Indiana University

Contact

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