



S.L. NUSBAUM
REALTY CO.

TIFFANY COX

Administrative Assistant
757.640.2416 (direct)
tcox@slnusbaum.com



Tiffany Cox joined the Commercial Brokerage department of S.L. Nusbaum Realty Co. in September 2021. Prior to joining the company, Tiffany worked in residential real estate servicing as a Post Foreclosure Specialist, Claims Processor, and Loss Mitigation Specialist with over five years of experience. Her extensive background in these roles has equipped her with the skills and knowledge necessary to excel in her current role as Administrative Assistant.

In her current position, Tiffany is responsible for maintaining client records, monitoring emails, organizing prospect information, creating marketing materials and emails, drafting and redlining real estate documents, monitoring brokers' deal pipelines, and assisting brokers with scheduling and other pertinent tasks. Her keen attention to detail and organizational skills ensure that the brokerage operations run smoothly and efficiently. She also plays a pivotal role in managing client communications and coordinating between clients and brokers, facilitating seamless transactions and fostering strong relationships.

Tiffany is known for her proactive approach and her ability to handle multiple tasks simultaneously. Her dedication to her work and commitment to providing exceptional support to the brokers make her an invaluable member of the S.L. Nusbaum Realty Co. team. Outside of work, Tiffany enjoys volunteering in community events and continuously seeks opportunities to enhance her professional skills.

EDUCATION

- Liberty University – Bachelors of Art – Psychology (2021)

