



## **Wendy Smith**

*Executive Assistant*

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Wendy Smith joined Jackson Cross Partners, LLC (JCP) in 2014 as an Executive Assistant to John Morrissey. Wendy assists the Commercial Real Estate Strategies team and the Brokerage division at JCP. She is an experienced database manager and provides JCP and their clients with customized reports to manage their real estate assets. She also assists in research and marketing projects as well as training new employees on how to use various applications. She is always on the lookout for new technology tools to improve performance and integrate into existing systems.

Before joining JCP she had over 15 years of experience as an administrative assistant and database manager in large church and higher education settings.

Wendy is originally from the Lehigh Valley, PA area, she earned her BA in Organizational Leadership at Eastern University. She is a licensed Pennsylvania Real Estate Salesperson.

In off hours she enjoys spending time with her family, finding 'treasures' at flea markets and second-hand stores, hiking, and is learning to watercolor.