Coldwell Banker Commercial Devonshire Realty

Street Address: 427 E. Monroe, Suite 400, Springfield, IL 62701  Website: www.cbcdr.com

Phone number: 217.352.7712

Agency Contact: Nancy Sullivan, Commercial Brokerage Operations Director

Email Address: nancy.sullivan@cbcdr.com

How should students contact this agency? nancy.sullivan@cbcdr.com

How should students submit cover letters and resumes? nancy.sullivan@cbcdr.com

General description of agency or business
A premier provider of commercial real estate services throughout central Illinois, with offices in Springfield, Peoria, and Champaign.

Internship or Job Description
Commercial Brokerage Internship

- Website Marketing and Maintenance of Listings
- Market Research as identified by a Broker
- Creating and Updating Excel spread sheets as needed
- Administrative duties as needed

Basic student learning anticipated
Working for our company will give a student broad experience in commercial real estate brokerage business practices and marketing while providing ongoing support to our sales associates and management teams.

Hours per week: Up to 20-25

Number of weeks: 8-16

Position Available: Fall, Spring, Summer

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