



Client Project Specialist | Houston
Industrial Services

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Amanda Richards, CPMC, CPRC

Area of Expertise

Amanda joined the Colliers in the Houston office in 2019. Using her drive and passion, she has quickly excelled within our office supporting our Industrial and Land team. Her area of expertise includes developing and maintaining a staged marketing program for listing assignments, listing pitches, proposals and agreements, tenant/buyer site tour coordination, market research, marketing initiatives, online database maintenance and tracking deals, client support, and contract/lease administration. She is experienced in the use of advanced software programs for use in the marketing and collateral of all properties.

Amanda earned both the Commercial Property Marketing Certification (CPMC) and Commercial Property Research Certification (CPRC) from Colliers University. CPMC and CPRC are the first and only accreditations for commercial real estate marketing and research professionals. It offers a professional development path to increase strategic and tactical expertise in marketing/research, knowledge of the industry and capabilities with commercial real estate tools.

Computer Competencies

- Adobe Creative Suite (Acrobat Pro, InDesign, Photoshop, Illustrator)
- Costar & LoopNet
- EagleView, Pictometry Imagery
- HubSpot
- Google: Earth Pro, MyMaps, Docs, Spreadsheets
- LandVision
- Lexis Nexis
- Microsoft Office Suite
- REApplications
- SitesUSA
- SmartSheet
- ZipForms

Education & Qualifications

Bachelor of Arts in
Communication and Minor in
Enterprise Studies, University of
Oklahoma

Real Estate Sales Agent License,
Texas

Commercial Property Marketing
Certification (CPMC), Colliers
University

Commercial Property Research
Certification (CPRC), Colliers
University

Smartsheet Certified User,
Smartsheet Academy

Affiliations & Memberships

Alpha Phi Alumnae