



Client Services Coordinator | Arizona

julia.williams@colliers.com
Direct: +1 602 222 5192
Mobile: +1 248 891 8420
Main: +1 602 222 5000
colliers.com/arizona

2390 E Camelback Rd
Suite 100
Phoenix, AZ 85016

Julia Williams

Area of Expertise

Julia Williams is the client services coordinator for the Arizona Hospitality Team with Colliers, which includes James Meng, Jon Grantham, and Mike Montoya. The team specializes in hotel investment properties throughout the Western United States.

Julia manages all client services tasks and details from the time the team begins prospecting to transaction closing. She works closely with the brokers to prepare property marketing materials, proposals, presentations, digital campaigns, and advertising. She also coordinates the due diligence process to ensure all items are completed in a timely and efficient manner.

She creates and maintains property marketing reports and maintains the CRM system to manage the team's pipeline, ensuring the data is clean and up to date. Julia researches and analyzes information to help the team expand and grow their network and business. She pulls analytic reports and news to keep the team and its clients informed on hospitality industry trends in their markets and nationally.

With over 10 years of experience in boutique customer service positions, Julia prides herself on her reputation for bringing a high level of attention and passion to each project. Building and retaining relationships is Julia's passion. She keeps both internal and external clients top-of-mind and considers what steps and details will provide the best experience for all involved.

Business Background

Prior to joining Colliers, Julia worked intimately with hotels worldwide as a travel and event coordinator for four years.

The experience Julia has had in administrative roles, paired with being a client of many hotels in a professional environment for years, enables her to serve both her team and clients with a mindset focused on creating revenue and building relationships.

She brings highly effective communication, interpersonal and organizational abilities to her role.

As a skilled events and travel manager, Julia has demonstrated achievements in the hospitality industry. Her expertise includes developing logistics for multi-day, large-scope events, and travel initiatives.

Before beginning her career, Julia attended The School of Hospitality Business at Michigan State University, with a focus on hotel services.

Education or Qualifications

Bachelor of Arts
The School of Hospitality
Business, Eli Broad College
of Business
Michigan State University