

Professional Profile



Courtney Mizell

Strategic Sites

Office Manager

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Courtney Mizell was born in Charleston, South Carolina and has lived in Jacksonville since 2003, where she attended the University of North Florida to receive her Bachelor's of Arts degree in Elementary Education K-6 with a Minor in Psychology. She has over 10 years of experience with the Florida School System as an educator. During that time, she gained experience in planning, organizing, managing and communicating. Courtney expanded her education, moving into leadership roles such as Director of Extended Day Care and Summer Camp programs. Through these roles, she was able to gain valuable experience in marketing and budgeting.

In 2019, Courtney took these skill sets and entered a new career path, joining Strategic Sites as office manager. In this role, she is responsible for maintaining a pleasant and productive office environment as well as the systems, inventories, marketing, billing and processes for the team. Her efforts enable the sales and management team to focus on the business of real estate. Daily tasks for Courtney include invoicing, bookkeeping and facilities management.

As Marketing Coordinator, Courtney is responsible for developing the brochures, maps and collateral materials necessary for both property marketing and tenant representation. She maintains the commercial listing databases including Costar and LoopNet to ensure that all property information is updated, complete, and accurately reflected. As a key support member of the Strategic Sites team, Courtney coordinates the site maps, aerials and tour materials needed to effectively present sites to clients.

In her free time, Courtney likes to garden and spend time with her husband and son.