

## Alyssa Nelson

### Legal Administrative Assistant

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Alyssa is an Administrative Legal Assistant supporting Stoll Berne's Real Estate and Business departments. In this role, Alyssa assists multiple attorneys with a wide range of responsibilities which may include working on purchase and sale agreements, development agreements, financing documents, closing of sales, and many more. With prior experience in multi-housing property management, Alyssa's calm demeanor and steady attitude provides the team with focus and attention to detail.

#### PROFESSIONAL EXPERIENCE

##### **Stoll Berne**

Legal Administrative Assistant, 2020-present

##### **Community Management, Inc.**

Community Administrator, 2017-2020

##### **Anchor NW Property Group**

Leasing Coordinator, 2015-2017

#### EDUCATION

**Portland Community College**, A.A. Oregon Transfer Degree, 2015