AMBER SWEEN

Brokerage Coordinator

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BIO

Amber joined Peoples Company in February of 2011. For six years, she worked for the Brokerage business as the Senior Real Estate Sales Coordinator. As the Senior Real Estate Sale Coordinator, she entered listings onto websites, made marketing flyers, managed social media, reconciled trust accounts, and audited agent files. In December of 2017, Amber transitioned to the Land Management & Appraisal departments as the Land Management & Appraisal Coordinator. In this role, Amber maps properties, coordinates cash rent payments, organizes client and operator files, and maintains the Land Management website, in addition to providing back-up support to the Real Estate Sales Coordinator. In 2021, Amber moved into the HR Coordinator position where she helped with onboarding new hires and training. In 2023, Amber transitioned into the Brokerage Coordinator position with the primary focus on land auctions where she attends the auctions and helps with setup, registration, and social media videos. Amber also is responsible for all the pending and closing transactions involving commissions, trust money, and reconciliations.