

# Cathleen Flynn

Administrative Office  
Assistant

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Ask Cathleen to describe herself and she's likely to sum herself up in three words: "a people person." Those words pretty much describe her career, which has been varied. But in each role she took on, Cathleen distinguished herself as a talented professional and dedicated administrator who was not only excellent at juggling multiple tasks under pressure but was also devoted to the success of her team.

She continues that legacy at Taylor Johnson, where she is the administrative assistant, responsible for supporting the senior account managers. Cathleen is the person behind the scenes who searches for and organizes clips, researches new journalists to pitch and maintains Taylor Johnson's internal publication library. She also contributes to TJ Talk, the firm's daily digest of real estate news and events.

Prior roles for Cathleen include serving as account manager at CH Robinson Worldwide in Chicago; as a customer service representative at Banfield the Pet Hospital; and as a corporate recruiting manager at Coyote Logistics, where she was responsible for building the company from its launch to more than 2,000 employees. Cathleen even did a stint as a nanny for three years.

Although most people who know her are well aware of her administrative skills, what fewer people know is that Cathleen is also a published author and illustrator, with four children's picture books completed – and another one on the way. Her books are sold online and in a local artisans' boutique.

Originally from Worthington, Ohio, Cathleen graduated from Colorado State University with a bachelor's degree in Apparel and Merchandising.

When she's not working or writing, she enjoys watching movies and spending time outdoors with her husband, Mark, her nine-year old son Aden and her six-year-old daughter Lily. An animal lover, Cathleen owns two Schnoodles, Toby and Bash. She's also an avid reader and practices yoga.