**Shannon Sahlstrom**

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# WORK EXPERIENCE

**Coldwell Banker Commercial Blair Westmac** Long Beach, CA Sept 2017 – Dec 2019

Sales, Leasing and Property Management

Currently in school for Accounting degree – Online only

## Doma Properties Long Beach, CA

*Senior Associate*  *Jun 2013 – 2017*

Review property listings, trade journals, and relevant literature, and attend conventions, seminars, and staff and association meetings to remain knowledgeable about real estate markets.

Prepare documents such as representation contracts, purchase agreements, closing statements, deeds and leases.

Compare a property with similar properties that have recently sold to determine its competitive market price.

Act as an intermediary in negotiations between buyers and sellers, generally representing one or the other.

## Inco Commercial Long Beach, CA

*Associate*  *Dec 2008 – Jun 2013*

Interview clients to determine what kinds of properties they are seeking.

Promote sales of properties through advertisements, open houses, and participation in multiple listing services.

Visit properties to assess them before showing them to clients.

Accompany buyers during visits to and inspections of property, advising them on the suitability and value of the units they are visiting.

 Coordinate property closings, overseeing signing of documents and disbursement of funds.

## Agate Printing Los Angeles, CA

*Office Manager*  *Oct 2000 – Sep 2008*

 Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, Quickbooks, and database software.

 Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.

Answer phone calls and direct calls to appropriate parties or take messages.

Greet visitors and determine whether they should be given access to specific individuals.

Make travel arrangements for executives.

Manage and maintain executives' schedules.

Process payroll information.

Interpret administrative and operating policies and procedures for employees.

**Sony Music Praha** **Prague,** *U.S. Liasion*  *Apr 1994 – Oct 1996*

Keep records or prepare reports for management concerning visiting artists.

Transport and accompany artists to shopping areas, restaurants or venues, using automobile. Inform artists of areas and language.

Assist in locating hotels for artists.

## Sony Music Entertainment Santa Monica, CA

*Studio Assistant*  *Feb 1991 – Mar 1994*

Greet clients and artists and answer phones.

Acquire, distribute and store supplies.

Support tape duplication room.

## The Talent House Hollywood, CA

*Assistant*  *Apr 1988 – Jan 1991*

 General office and administrative duties

Advance shows and interact with artists.

**EDUCATION**

## SAN DIEGO STATE UNIVERSITY San Diego, CA

*Business*

**ADDITIONAL SKILLS**

Quickbooks, Microsoft Office 365, Detail-Oriented, Networking

MLS Entry, AIR, Loopnet, C.A.R. Forms

**REFERENCES**

Mike Rouse 949.293.2540

Chris Sonne 714.234.0334

Jim Agate 310.402.3954