Shannon L. O'Leary

2424 Gold Canyon Dr. Apt 115
San Antonio, Texas 78259
Cell No.: (210) 845-2051
Email: Shannon.Oleary1918@gmail.com

Professional Objective:

Looking for new challenges in Management and Administration. Providing skills and experience in management, negotiations, purchasing, staff supervision, leasing and construction/repairs.

Experience:

Dominion Advisory Group, Inc. San Antonio, Texas: 2012 – 2013
Dominion Healthcare Realty, Ltd.
Reason for Leaving: Layoff – Owner retirement
Property Management, Leasing, Administration

- Day to day Commercial & Residential Property Management operations
- Leasing to new Tenants/Showing Space
- Marketing Research
- MS Word, Power Point, Excel
- Accounting software MRI
- Property Management software ESS
- Marketing software Co-Star, LoopNet, CCIB, Xceligent, STDB
- Building relations with Vendors/Supervise Maintenance
- Creating Contracts for Commercial, Residential, Medical, and Land Purchases
- Budgeting/Billing/Collections
- Negotiating contracts with Vendors
- New construction/work close with Architects, General Contractors, and Engineers
- Executive Assistant to Owner of company

Santikos Real Estate Services, Ltd. San Antonio, Texas: 2007 – 2012
Santikos Theatres
Commercial Property Manager

- Manage multiple commercial centers and exterior of movie theatres
- Establishing and building relations with Tenants and Vendors
- Supervise and assign projects for Maintenance Technicians
- Negotiate Tenant lease renewals
- Billing/Collections/Budgeting
- Training/Supervise Assistant Property Manager

- Maintenance software IMPAK
- Accounting software Great Plains
- Weekly property inspection reports
- Monthly Rent Roll updates for accounting

Office Manager/Receptionist 2007 – 2008
(Sept. 2008 promoted by Owner to Real Estate Department)

- Handled all incoming customer calls on multiple line system
- Resolve customer complaints/comments
- Assist Owner, CFO, CEO and Director of Communications
- Processed all online gift card and reward card orders
- Purchase/inventory of office supplies
- Distributed incoming/outgoing mail and faxes to staff members
- MS Outlook/Work/Excel
- Travel arrangements for Owner and upper management
- Showtime listings for San Antonio/Houston newspapers and company website

Hollywood Video
San Antonio, Texas
Shift Director 2005 – 2007

Associated Mechanical HVAC
Las Vegas, Nevada
Assistant Office Manager 2004 – 2005

K-Mart
Los Angeles, California
Customer Service 2003 – 2003

Professional References

Patty McDonald
(210) 705-4922

Lisa Colligan
(210) 416-7729

Carole Baumgardner
(210) 490-4382

Larry Baumgardner (Owner of Dominion Advisory Group, Inc.)
(210) 414-8096

Mary Williams
(210) 859-1341

Jim Ploetz
(210) 410-0147

Rachel Allen
(501) 765-6410

Personal References

Sylvia O'Leary
(949) 887-4244

William Durand
(210) 845-2932

Candace Fisher
(512) 796-2579

David Malley
(210) 559-0421

Shelly Lugo
(210) 724-7316

Alexis Smith
(830) 734-1901