



SRG | properties

SHANNON GEROME
REALTOR®

OBJECTIVE: The goal is to earn your business at every opportunity by providing exceptional service, advice, and to negotiate in your best interest at all times.

EXPERIENCE

KELLER WILLIAMS /Howard Hanna-2004-CURRENT | SRG Properties

- Directly recruited by the top producing team in the entire company spanning across 9 states.
- Honored by The Wall Street Journal for being in the top 50 agents in the country (#38).
- Personal results put me at the very top in all categories within my team for production, results, volume, industry experience and referrals from past clients.
- *Direct* experience with the following skills:
 - * Contracts
 - * Negotiations between both real estate selling/buying parties
 - * Home Inspections, Home Staging, Online & Digital Marketing, Home Photography
 - * First Time Homebuyer Seminars

R.N. LANDIS MANAGEMENT CO. - 1997 - 2005

- Responsibilities as a Portfolio Manager were to be personally and professionally accountable to 8 separate condominium associations in all capacities. This totaled over 3,000 units, 35 board members, and 80 contractors.
- Responsibilities included:
 - Running monthly board meetings.
 - Scheduling all projects.
 - Bid preparation. Selection.
 - Project management.
 - Grounds and facilities management.
- Responsible for all Owner / Board communications, legal liaison and on call for emergencies.
- Strict adherence to accounts receivables/payables and daily review of cash flow as well as budget preparation, capital additions, improvement and reserve fund guidelines.
- Never lost an account which is considered rare in a high turnover industry.

MULTI-MANAGEMENT (Now Millennium Management) - 1995-1998

Deer Ridge Apartments

- Front desk and switchboard operator for large scale apartment management / ownership company.
- Responsibilities included:
 - Deliveries.
 - 10 line incoming phone system.
 - Mail sorting and greeting all guests.
- Promoted to leasing consultant and training coordinator.
- Company began at a 93% occupancy rate. Upon leaving the company had a 97% occupancy rating which is considered excellent.

CERTIFICATION / AFFILIATIONS / TRAINING

- PPS, Professional Property Stager
- REALTOR, License # 2004022547, Licensed in 2004
- Leadership Lake Country, Class of 2015
- NAR, National Association of REALTORS
- LGAAR, Lake & Geauga Area Association of REALTORS
- OAR, Ohio Association of REALTORS
- CBOR, Cuyahoga County Board of REALTORS (past membership)
- Relocation Specialist
- CMCA, Certified Manager of Community Associations
- AMS, Association Management Specialist