



DORI L. WALKER
Revenue Coordinator
dwalker@gelasvegas.com
702.733.7500 ext. 234

CURRENT RESPONSIBILITIES

Dori joined Grubb & Ellis|Las Vegas in 2007, and returned in January of 2010 as Revenue Coordinator. She is responsible for reviewing contracts, leases and legal documentation relating to real estate transactions to ensure all documentation is compliant and complete. She is also responsible for the booking of all incoming revenue.

CAREER SUMMARY

Prior to joining Grubb & Ellis|Las Vegas, Dori was employed with the City of Las Vegas, Office of Business Development as an Office Specialist II. Her responsibilities included administrative support to the Las Vegas Redevelopment Agency and accounts payable processing for the Office of Business Development.

Previously, Dori was employed as Office Manager/Transaction Coordinator for Alpha II Realty, a residential real estate firm in Las Vegas. In this position, she was involved with market research, escrow tracking, contracts and administrative work. Dori's professional experience also includes retail sales as a Store Manager for the Disney Store in Las Vegas, coordinated travel plans as a Travel Agent for Leisure Visions Travel in Las Vegas, and public accounting as a Bookkeeper/Senior Administrative Assistant for Cowan, Guteski & Co., CPAs in Toms River, New Jersey.

EDUCATION

- Attended Georgian Court University, Lakewood, NJ and Ocean County College, Toms River, NJ
- Stuart School of Business Administration – Wall Township, NJ

ACCOMPLISHMENTS

- Nevada Real Estate Broker/Salesperson License