



SHALAN A. COLEMAN

Property Manager, Management Services
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CURRENT RESPONSIBILITIES

Shalan A. Coleman joined Grubb & Ellis|Las Vegas in May of 2008. Her primary responsibilities include managing the daily operations, administration, accounting, financial reporting, leasing and development of the Grubb & Ellis|Las Vegas management portfolio, comprised of office, retail, industrial and commercial association properties.

CAREER SUMMARY

Prior to joining the firm, Shalan worked at SPI Real Estate for three years serving as Residential Real Estate Agent. There, she was responsible for reviewing preliminary title and inspection reports with clients, preparing contracts and other documents necessary for closing escrow and coordinating with other professional real estate agents, lenders and escrow officers.

Previously, Shalan worked for Arden Realty Inc. in California for six years. There, she served as Property Manager where she was responsible for managing 389,000 square feet of Class "A" and Class "B" office buildings. Her responsibilities included supervising building staff and construction of tenant improvements, assisting in lease renewals and contracted services, management of operating expense reconciliations and amortization schedules and assisting in tenant and vendor relations.

EDUCATION

- Attended El Camino College

PROFESSIONAL AFFILIATIONS & ACCOMPLISHMENTS

- Member of NAIOP
- Member of National Association of Realtors (NAR) and Greater Las Vegas Association of Realtors (GLVAR)