



Anne Shultz

Senior Client Services Specialist
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Experience

Executive Assistant, CRE
Colliers | Pleasanton, CA
2008 - Present

Assistant, Mortgage Finance
The O'Reilly Group, Inc
San Ramon, CA
2003 - 2008 (5 years)

Certifications

Salesperson Real Estate License
State of California Bureau of
Real Estate
Since December 2002

Area of Expertise

Since 2008, Anne has been recognized for maintaining a high level of client satisfaction, professionalism, and perseverance. Offering a strong background in Commercial Real Estate and Transaction Management, Anne supports two established teams at Colliers.

Aligned with seasoned veteran, Mark Triska, Executive Vice President, Anne specializes in the leasing and selling of Industrial, Office, and Retail properties. She supports this successful team with property research, marketing, execution of contracts, and facilitation of property tours.

In 2017, Anne joined forces with Michael Carrigg, Executive Managing Director, and Michael Donnelly, Senior Vice President. With their focus on Institutional Landlord representation and the Leasing and Selling of Industrial and Flex product, Anne offers support with strong organization and a seamless process. By managing marketing and branding, Anne has brought fresh energy to this team. With a yearly pipeline of over 100 transactions, Anne is able to use her expertise in pipeline management to assist this power team with 'back of the house' support, laying the foundation for a smooth transaction and timely close.

Key Strengths

- Contract execution
- Property profiling
- Pipeline management
- Marketing strategy
- Lease abstracting
- Branding packaging
- Transaction management
- Accounts receivable

Past Experience

Colliers International Occupier Services Group (CRE) 2012-2017
Executive Assistant to Jim Abarta, Executive Vice President

- Tenant Rep both domestic and global
- Managed new and existing executive suite locations worldwide

The O'Reilly Group (Mortgage Finance) 2002-2008

Assistant to Margaret O'Reilly

- Managed yearly pipeline of \$80M+
- Liason between numerous internal departments and outside vendors while meeting simultaneous deadlines