



Kathy Howell

SENIOR CLIENT SERVICES COORDINATOR | HOUSTON



kathy.howell@colliers.com

CONTACT DETAILS

DIR + 1 713 830 2119

FAX + 1 713 986 4419

kathy.howell@colliers.com

Colliers International
1233 West Loop South
Suite 900
Houston, Texas 77027

www.colliers.com

COMPANY EXPERIENCE

Kathy has over twelve years commercial real estate business development experience. She specializes in marketing, research and client services. Kathy produces high quality property marketing materials, proposals, financial analysis for investment properties, web site development, database management, ownership and property research, and client support. She is knowledgeable in the use of real estate software programs and websites and is instrumental in the maintenance and advertising of property listings.

Responsibilities include:

- Marketing material including property brochures, offering summaries, presentations and proposals
- Tour Packages
- Multiple Database Management, including online listings
- Direct Mail Campaigns
- Email blasts
- Website Development
- Contract Preparation and Correspondence
- Lease Abstracts
- Lease Administration
- Market Surveys & Reports
- Research
- Project tracking, including monitoring critical dates through the due diligence process related to the acquisition and disposition of investment properties.
- Events
- Schedule Meetings and Appointments
- Media

Software

- Microsoft Office Products
- Adobe InDesign CC 2017
- Adobe Creative Cloud
- Smartsheet
- DropBox
- Landvision
- Swiftpage
- Constant Contact
- HubSpot
- Microsoft Streets and Trips
- NearMap
- Google Earth
- Google Drive

BUSINESS BACKGROUND

Prior to joining Colliers in 2007, Kathy had over 18 years of professional administrative experience specializing in transactional real estate law and office management.

COMMUNITY INVOLVEMENT

Kathy volunteers for Relay for Life, Blue Santa (providing children of needy families with wrapped Christmas gifts) and the Fight Like Stevie Foundation (helping families with children fighting Leukemia)