



Kelly Schnebly

PROPERTY MANAGER
Colliers Boise Office



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EDUCATION/QUALIFICATIONS

BA in Economics
Art Studio Minor
The Colorado College

CONTACT DETAILS

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Colliers International
755 W. Front Street
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Boise, ID 83702

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BUSINESS BACKGROUND

March 2014 - Present

Colliers International, ID

- Property Manager

- Manage 750,000 square feet of office, retail and industrial real estate in Boise, ID.
- Responsibilities include lease administration, budgeting, tenant relations and financial performance reporting.
- Direct maintenance efforts to maintain and improve property function and appearance.
- Coordinate with brokerage to market vacant space.

April 2009 - September 2013

CBRE, In., Seattle, WA

- Real Estate Manager

- Managed 1.3 million square feet of office and retail space for multiple clients as part of a small team, with primary responsibility for four properties. Responsibilities included lease administration, budgeting, expenditure approval, tenant relations and property performance reporting.
- Achieved cost savings and improved service through performance audits of contracted service providers
- Responsible for tenant improvement and capital projects; including planning, scheduling, coordination and punch list completion.
- Trained and mentored new team members

on company and client procedures.

July 2008 - April 2009

CBRE, In., Seattle, WA

- Business Operations Manager

- Assisted team members in management of 1 million square feet of office space. Responsibilities included tenant interaction, tenant accounting and lease administration, vendor contract management and invoice processing.
- Organized office files and processes to streamline procedures and ensure consistently excellent service to client and tenants.

June 2006 - May 2007

The Promenade Shops at Briargate, Colorado Springs, CO

- Marketing/Management

- Worked with the marketing and management team in the operation of a 285,000 square-foot lifestyle center. Responsibilities included execution of promotional events and tenancy administration.

June 2000 - February 2001

Star Realty, Honolulu, HI

- Real Estate Office Assistant

- Improved communication with clients through a more efficient computer database and newsletter system.
- Assisted in daily office activities: errands, mass-mailings, database entry, and basic accounting.