



Client Project Coordinator

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Shelby Baratti

Area of Expertise

Shelby joined Colliers in May 2019 as the Client Project Coordinator in The Woodlands. Shelby supports her team of advisors who specialize in all property types including land, office, retail, industrial, healthcare and senior housing. In her role as client services coordinator, she helps develop and maintain a staged marketing program for listing assignments, listing pitches, proposals and agreements, tenant/buyer site tour coordination, market research, marketing initiatives, online database maintenance, tracking deals, client support and contract/lease administration.

Shelby excels at providing excellent customer service to both her team and the clients.

Business and educational background

Shelby graduated from Michigan State University in 2016 with a Bachelor of Arts in Communications. She also earned her Texas Real Estate License in November 2017.

Computer Competencies

- Adobe Creative Suite (Acrobat Pro, InDesign, Photoshop, Illustrator)
- Costar & LoopNet
- DocuSign
- Dotloop
- HAR/MLS
- Google: Earth Pro, MyMaps, Docs, Spreadsheets
- EagleView, Pictometry Imagery
- Lexis Nexis
- LandVision
- Microsoft Office Suite
- REApplications
- SitesUSA
- SmartSheet
- ZipForms

Education or Qualifications

Bachelor of Arts in
Communications, Michigan
State University