



Shiela Huff

ADMINISTRATIVE ASSISTANT TO
THE VICE PRESIDENT OF OPERATIONS



shiela.huff@colliers.com

EDUCATION AND QUALIFICATIONS

Highland Park Community
College
Eastern Michigan University

CONTACT DETAILS

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AREA OF EXPERTISE

Assistant Property Manager - Colliers Real Estate Services

PROFESSIONAL ACCOMPLISHMENTS

In her role as an Assistant Property Manager, Shiela maintains office workflow using her strong task management skills. She ensures that tenant needs are met by contacting maintenance staff and outside repair contractors. Additionally, she works with the property manager to ensure that all tenant needs are met in a timely and exceptional manner. Furthermore, Shiela manages tenant correspondence to guarantee that they are aware of any maintenance notices or that they are up to date on their rent. In addition to her duties assisting the property manager, Shiela is currently responsible for one building of her own.

BUSINESS AND EDUCATIONAL BACKGROUND

Shiela began her career in the United States Marine Corps. After her time in the military, Shiela joined the Detroit Police Department and then moved on to private security. During her time in private security, she trained and managed security officers as well as other building personnel. In addition to her security work, Shiela began a career in third-party property management. Over time, Shiela was able to transition to property management through her strong work ethic, self-reliance and commitment to task management. When Shiela joined Colliers Property Management Services, she was hired as an administrative assistant and is currently working toward her Texas Real Estate License.

COMMUNITY INVOLVEMENT

Shiela is an active volunteer in the community. She has volunteered at Texas Children's Hospital, CCISD High Schools, and the Veterans Hospital.