



Shanna Temple-Gordon

Assistant Property Manager
Columbia, South Carolina



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SPECIALIZATION

Real Estate Management
Services

EDUCATION OR QUALIFICATIONS

South Carolina Property
Manager License

CONTACT DETAILS

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AREA OF EXPERTISE

I joined Colliers International in 2012. As the Assistant Property Manager of 1901 Main, I perform a variety of administrative and management duties. I work closely with the property manager to ensure the daily operations of the property run smoothly and tenants remain comfortable and satisfied in their space. As part of tenant relations, I manage the web-based work order system for the Plaza and dispatching maintenance and service personnel in response to tenant requests. Working collaboratively with the property manager and leasing team, I serve as the on-site coordinator for property tours, special events and assist with logistics for tenant moves. Throughout the day I assist with the supervision of the security and janitorial staff and oversee monthly billing I am also the on-site management for the Plaza's parking facility.

In my role as assistant property manager and in life, I take everything as it comes. I strive to handle challenges with a positive attitude and a smile on my face. If the owner or tenants need anything that our services provide, I pride myself in knowing that that I can make it happen and do so in a timely manner.

BUSINESS AND EDUCATIONAL BACKGROUND

I earned my property management license from the Real Estate School of South Carolina in 2002. I have worked in the multi-family and real estate property management industry since 1998.

I began my career as a part-time leasing agent in residential property management in 1998. I quickly moved into management by 1999 and then realized that the property management industry was the career choice for me.