



Kathleen Umholtz, CDMP

Information Technology Coordinator

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Specializations

Information Technology

Affiliations or Memberships

AMA - American Marketing Association Member

DMI - Digital Marketing Institute Member

ICSC - Innovating Commerce Serving Communities

Area of Expertise

My role is to provide on-demand technical support and resources for Colliers' four South Carolina offices. Additionally, I create written documentation for the use of hardware and software, provision users with requisite equipment, provide Information Technology (I.T.) training and assist with the company's I.T. security plan and vendor management.

I am organized, customer service-oriented and a quick learner which allows me to adapt to the fast-paced technology needs of our company's staff and brokers.

Professional Accomplishments

In 2021, I completed the American Marketing Association / Digital Marketing Institute digital marketing certification program becoming a Certified Professional Digital Marketer.

In 2022, I earned the ONE Colliers award. The ONE Colliers Award recipient embodies and promotes Colliers' six core values of integrity, service, collaboration, fun, expertise and community to both the company and in our communities to play a role in unifying the Colliers team as ONE.

Business and educational background

Prior to joining Colliers, I worked as an administrative and marketing assistant for a New Jersey-based architect for almost 20 years. There I gained valuable experience working with the state government, multiple municipalities and private clients creating Request for Proposals (RFPs), Request for

Qualifications (RFQs) and PowerPoint presentations. I assisted in the development of the company website with a web developer and updated it regularly. I also set up the company's first social media page and updated with completed projects and relevant articles.

I joined Colliers | South Carolina in 2017 as a part-time receptionist. Soon thereafter, I began working for Colliers full time as a part-time I.T. Service Technician and part-time receptionist. In 2019, I transitioned to a role of Client Services Coordinator, working alongside the Retail Services Team in Columbia to prepare property marketing materials and perform administrative tasks, while also splitting my time with I.T. tasks. In 2023, I was promoted to Information Technology Coordinator, transitioning to working in I.T. full time.

Community Involvement

While living in New Jersey, I volunteered with Streetlight Mission, a New Jersey-based charity that works with the underprivileged and homeless. Every year, Streetlight Mission hosted a grand Christmas party where I was able to share the experience and hard work with my son by setting up tables and putting together coloring books and activities for kids. When my family and I moved to South Carolina, I wanted to continue my volunteer work in the same field. Through Colliers, I learned of Harvest Hope Food Bank, which is the perfect place for myself and my son to give back to our community.