

# Zak Shellhammer

213 N. Stephanie St., Ste. G-170, Henderson NV 89074

zak@zak.vegas | 702-277-2655

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## PROFESSIONAL SUMMARY

Team Leader – Business Consultant & Coach – Operations Manager – Marketing & Communications – Highly Adaptable in Challenging Situations – Personable – Brainstormer – Sales, Service & Compliance – Customer/Client Satisfaction

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## EMPLOYMENT HISTORY

**2022 - Present**

**Coach & Broker Salesperson** Sundvick Realty, Las Vegas NV

Residential & Commercial Real Estate Broker/Salesperson

- Recruit and Retain Real Estate Agents
- Manage, Train, and Coach Real Estate Agents
- Professional Level of Community Outreach/Networking
- Operational Efficiency of Training Resources and Documentation

**2020 - 2022**

**Broker / Owner** Level Up Real Estate, Henderson NV

Residential & Commercial Real Estate Broker

- Manage Operational Efficiency of Real Estate Brokerage
- Manage, Train, and Coach Real Estate Agents
- Maintain Optimal Levels of Community & Professional Outreach
- Marketing & Branding Coordination (Digital, Print, & General Advertisement)
- Human Resources Management to Hire/Release/Train Employees & Agents

**2018 - 2020**

**Broker Associate** Signature Gallery of Homes/SGH Commercial Advisors, Henderson NV

Commercial Sales, Property Management, Consulting

- Work Directly with Clients (Buyers/Sellers)
- Create Sales/Lease Contracts / LOI's
- Lead Follow-up Marketing/Farming
- Complete Extensive Searches on Costar & Misc. Platforms
- Maintain Electronic Filing / Compliance of Commercial Division
- Onboard & Train Real Estate Agents
- Build Database of Operations Manuals & Training Videos

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**2009 - 2019**

**Operations Manager / Broker Salesperson** Signature Gallery of Homes, Henderson NV  
Formerly EXIT Realty Unlimited, Real Estate Brokerage, Sales, Service, Property Management

- Maintain Operational Efficiency of Real Estate Brokerage
- Manage Team up to 20 Employees & Real Estate Agents
- Transaction Coordination
- Commercial Real Estate Analyst
- Create/Present Real Estate Sales Agreements (Listing/Purchase)
- Coordinate Fannie Mae & HUD Listings from Cradle to Grave (Rolling Inventory of 30 to 50+)
- Short Sale Negotiator / Processor
- Human Resources Manager to Hire/Release/Train Employees & Agents
- Develop Operation Processes/Manuals & Employee Contracts
- Built Procedural Structure & Oversaw Property Management Division

**2007 - 2009**

**Media & Marketing Coordinator** Tailored Marketing Inc., Henderson NV  
Boutique Real Estate Brokerage servicing local Las Vegas Home Builders

- Executive Assistant to Broker/Owner & Manager
- Compile Competitive Marketing Research & Reporting Analysis
- Escrow Transaction Coordination
- Create Marketing Campaigns & Presentations
- Produced Website, Digital Catalogs, and Design Media

**2006 - 2007**

**Office Manager** Athena Solutions, Las Vegas NV  
Installation and Customer Service Solutions for COX Communications

- Office Management
- Customer Billing
- Dispatch & Manage 15+ Field Techs
- Warehouse Inventory Procedures
- Add/Remove Telephony Equipment Using Proprietary Software

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## EDUCATION & SKILLS

REALTOR®, Key Realty School of Nevada, 2010

New Faith High School, Hazleton PA, 2001 (Major in Accounting w/ Minor in English/Literature)

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## *Misc Skills:*

Microsoft Office – Adobe Professional Products including Photoshop, Illustrator, InDesign, & Acrobat – QuickBooks – Costar – Realnex – CREXI – BrokerBrain – Boomtown – Top Producer – CINC – Chime – Skyslope – Misc. Audio & Visual – PC or Linux – NV & AZ Multiple Listing Services – Equator – LoanSphere & Proprietary Online Databases – Social Media – Google Adwords, Google Drive & Associated Products – WordPress – Hootsuite/Buffer – 90 WPM

## LICENSING & CERTIFICATIONS

Broker License #145576 | Property Manager Permit #167406 | REALTOR®, Las Vegas Realtors

Licensed Notary Public of Nevada #08-7245-1, since 2007

Certified Pricing Strategy Advisor (PSA), Military Relocation Professional (MRP), At Home with Diversity agent (AHWD), Seniors Real Estate Specialist (SRES)

Founding Member of LGBTQ+ Real Estate Alliance (2020),  
Current Vice President of Las Vegas Chapter (2021-2022)

Henderson Libraries Foundation, Current Vice President/President-Elect (2021-Present)

Columnist & Contributor to Out in Henderson Magazine

Henderson Equality Center, Board Director (2021-Present)

Neighborhood Housing Services of Southern Nevada, Board Director (2022-Present)

Member of LVR Property Management Committee (2017-2022)

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*References Available Upon Request*