

# 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

**2023 - Present**

**Coach & Broker Associate** Vegas Born Real Estate Services, Las Vegas NV  
Residential & Commercial Real Estate Broker Associate and Coach/Consultant

- Team Lead for the Zak Shellhammer Group
- Recruit and Retain Real Estate Agents
- Manage, Train, and Coach Real Estate Agents to successfully procure and close real estate transactions for our Team.

**2022 - Present**

**Business Coach & Consultant** Shellhammer Consulting, Las Vegas NV  
Owner/Operator

- Business coaching, consulting, and mentoring for a variety of entrepreneurs.
- Execute Real Estate Broker/Agent training programs.
- Create and manage marketing collateral for misc. clients.
- Build websites and create organizational systems.

**2023 - 2024**

**Marketing Manager** Neighborhood Housing Services of Southern NV, N. Las Vegas NV  
Non-Profit Org, Financial Counseling & Affordable Housing Builder / Property Manager

- Create, Schedule & Manage Social Media Schedule
- Create Strategic Marketing Plans to Increase Community/Media Exposure
- Undertake Intense Community Outreach/Networking to Community, Donors, & Media
- Advise & Assist with Fundraising Campaigns, Events, Resources & Development
- Capture Audio/Visual, Edit & Create Collateral for Marketing / Grant Writing Purposes

**2022 - 2023**

**Coach & Broker Associate** Sundvick Realty, Las Vegas NV  
Residential & Commercial Real Estate Broker/Salesperson

- Recruit and Retain Real Estate Agents
- Manage, Train, and Coach Real Estate Agents

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- 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

**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

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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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## ADDITIONAL ACHIEVEMENTS

2023 - Present

## **Columnist/Contributor** Inman News

National news organization reporting daily, must-read, business intelligence for serious real estate practitioners. Covering the evolving industry landscape, informing, and educating brokers/agents on how to grow their business.

- Monthly Contributor on LGBTQ+ rights and Fair Housing
- Inman News receives over 2 Million page views per month.
- 800,000 Monthly Unique Visitors
- 400,000 Newsletter Subscribers

2022

**Board of Directors** Neighborhood Housing Services of Southern NV, North Las Vegas NV  
Nonprofit Organization enhancing the lives of low-to-moderate-income individuals, families, and communities by providing affordable housing, assistance, & financial literacy counseling.

- Work as a Team with NHSSN Staff & Board
- Brainstorm and Execute Goals to Provide Housing Assistance Programs/Events
- Chair of The 30<sup>th</sup> Anniversary Gala
- Chair of Resource & Development Committee

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## 2021 - Present

**Vice President & President-Elect** Henderson Libraries Foundation, Henderson NV  
Nonprofit Organization supporting the network of Henderson Libraries to improve financial support through gifts, grants, and bequests.

- Fully Rebuild & Re-brand the Organization after a COVID-19 Hiatus
- Build/Maintain the HLF Website, Manage HLF Social Media
- Assist with Brainstorming Fundraising Events and Activities
- Member of the Wholihan Scholarship Selection Committee
- Work with Henderson Libraries to Identify Fundraising Opportunities

## 2022 - Present

**President** LGBTQ+ Real Estate Alliance, Las Vegas NV Chapter  
The Alliance provides local gathering points for LGBTQ+ and allied real estate and housing industry practitioners. We enrich the lives of people in the industry and home buyers/sellers through education and networking opportunities.

- Continue to Build the Las Vegas Chapter and Increase Board/Committee Activity
- Recruit Additional Industry Professionals to Join the Organization
- Assist with Outreach Networking Events
- “Founding Member” of the Organization in 2019

## 2021 - 2022

**Board of Directors & Volunteer** Henderson Equality Center, Henderson NV  
Local Nonprofit Organization supporting the needs of the LGBTQ+ Community and allies.

- Volunteer at the Center for Food Bank, Monthly Bingo, Equality Events, and Outreach
- Conduct Rapid HIV Testing at Equality Center Clinic
- Chair of 2022 Henderson Pride Committee
- Columnist & Contributor to Out in Henderson Magazine

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## EDUCATION & SKILLS

- NEW FAITH HIGH SCHOOL, Hazleton PA, 2001
  - Major in Accounting / Minor in English Literature
- REALTOR® / SALESPERSON, Key Realty School of Nevada, 2010
- REAL ESTATE PROPERTY MANAGER, Key Realty School of Nevada, 2017
- REAL ESTATE BROKER, Key Realty Schools of Nevada, 2019

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## MISC SKILLS:

Microsoft 360 – Adobe Professional Products including Photoshop, Illustrator, InDesign, & Acrobat – Canva – 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

- Real Estate Broker License #145576
- Property Manager Permit #167406
- REALTOR®, member of Las Vegas Realtors & Property Management Committee
- Licensed Notary Public of Nevada #08-7245-1, since 2007

## CERTIFICATIONS

- Pricing Strategy Advisor (PSA)
- Military Relocation Professional (MRP)
- At Home with Diversity agent (AHWD)
- Seniors Real Estate Specialist (SRES)
- Commitment to Excellence (C2EX)
- SNHD HIV Testing & Counseling Trainer Certified
- CPR / AED Certified
- TAM Certified Server/Seller (2021-2025)

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<http://www.linkedin.com/in/zakinlasvegas>

*Additional References Available Upon Request*