



**NOTIFICATION OF APPOINTMENT BY OFFICE OF THE MAYOR
TO BOARD OR COMMISSION**

TO: City Council

THROUGH: Todd Stermer, City Clerk

BY: Jerry P. Dyer, Mayor

 X Reappointment

 New Appointment

Name of person replaced: N/A

Name: Shannon McCulligh

Address:



Phone:



Appointed to: Mobile Home Rent Review and Stabilization Commission - Resident

Term: Through June 30, 2028

City Council 6/27/2024

Application Form

Profile

Which Boards would you like to apply for?

Mobilehome Park Rent Review and Stabilization Commission: Submitted

Shannon

First Name

Mcculligh

Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

What district do you live in? *

☒ District 4

Home:

Primary Phone

Alternate Phone

Briefly explain why are you interested in serving on this board or commission?

I live in one park and work in another. The park I live in is in substandard condition. I want to be able to offer my insight and experience to help improve my park. I want to be a part of this because I think I can offer insight and suggestions to create good living environments in each mobile home community. Each park should be held to the same standards and being able to help with that would be a great accomplishment for me. I have experience being on both sides, as a resident of one park and in management of another. I believe this will be a benefit for the committee and the community.

Educational background, Schools Attended, Degrees and Certifications

Heald College - Paralegal Degree Brookdale Community College - Associates Degree Real Estate License since 2006

Briefly explain your qualifications or areas of demonstrated expertise for this board or commission.

I have a Real Estate License. I have been working in property management for over 9 years so I am experienced in the laws and regulations for managing properties. I have two Associates Degrees in Business and Paralegal Studies. I am also a small business owner.

Do you or an immediate family member have any professional or financial relationship that may present a potential conflict of interest for this board, commission or similar body?

☐ Yes ☒ No

Work History

Delta Property Management
Employer

Property Manager
Job Title

Work Address

[REDACTED]

City, State, Zip Code

[REDACTED]

Provide 3 Personal and Professional References. Provide name, address, and phone number where they may be reached during the day.

Jenn Martin - Liberty Property Mgmt. [REDACTED] Chris Guerra - [REDACTED] Lisa Spees - Neighborhood Property Management [REDACTED]

Question applies to multiple boards

I declare under penalty of perjury the above information is true and correct.

☒ Yes ☐ No

Question applies to multiple boards

The Political Reform Act of 1974 prohibits public officials from using their official positions to influence governmental decisions in which they have a financial interest. The Board Members in the designed positions must disclose their financial interests as specified in the agency's conflict of interest code.

I agree that I have read the above and agree to file a Statement of Economic Interest Form should I be appointed to a Board, Commission, or similar body according to the adopted resolution.

☒ I Agree

Shannon McCulligh

Seeking a position where I can offer my experience, skills and abilities to the successful operation of your business.

Work Experience

Office Assistant Manager

Stonegate Estates -

Fresno, CA

October 2021 to Present

I am currently an office assistant manager for a senior mobile home community. I process rents and process the billing. I assist in managing the office. I answer phones, manage the resident files, I collect new applications and help residents with issues that come up with their spaces.

Property Manager

Signature Properties -

Fresno, CA

March 2021 to September 2021

- Processed all incoming applicants for vacant rental units including collecting all necessary documents and performing the necessary background checks.
- Drafted and executed lease, addendum, notices and other documentation.
- Maintained all hard copy client files, entered all data into the property management software system.
- Coordinate repairs, maintenance and turnovers for rental units.
- Maintained all correspondence with clients.
- Performed rent reports, accounting documentation, invoices and billing.

Property Manager Assistant

Neighborhood Property Management -

Clovis, CA

October 2018 to March 2020

- Maintaining client files and contracts for property management
- Updating files and uploading property information in the computer software program
- Preparing contracts for owners, tenants and vendors for property management
- Preparing correspondence for owners, tenants and vendors
- Entering and maintaining repair orders for the properties managed by Neighborhood Property Management
- Assigning vendors for repairs on properties and entering estimates and invoices
- Implementing inspection of properties for contract renewal purpose

Property Management Assistant

Liberty Property Management -

Fresno, CA

May 2017 to August 2017

- Maintaining client files and contracts for property management
- Updating files and uploading property information in the computer software program
- Preparing contracts for owners, tenants and vendors for property management
- Preparing correspondence for owners, tenants and vendors
- Entering and maintaining repair orders for the properties managed by Liberty Property Management
- Assigning vendors for repairs on properties and entering estimates and invoices
- Implementing inspection of properties for contract renewal purpose

Property Management Assistant

London Property Management -

Clovis, CA

October 2015 to May 2017

- ◆ Maintaining client files and contracts for property management
- ◆ Updating files and uploading property information in the computer software program
- ◆ Preparing contracts for owners, tenants and vendors for property management
- ◆ Preparing correspondence for owners, tenants and vendors

- ◆ Entering and maintaining repair orders for the properties managed by London Property Management
- ◆ Assigning vendors for repairs on properties and entering estimates and invoices
- ◆ Implementing inspection of properties for contract renewal purposes

Executive Assistant to the Director

Rotary Club of Fresno

March 2012 to November 2013

of the Rotary Club of Fresno

- ◆ Maintained and organized client files, data entry, contact with clients through phone, e-mail, fax, and letters
- ◆ Planned and implemented activities for the weekly Rotary meetings
- ◆ Entered invoices and prepared monthly billing of club members Rotary fees
- ◆ Prepared correspondence for club members and clients
- ◆ Managed phone calls, faxes, emails and written correspondence

Paralegal Tutor and Mentor

Heald College Learning Resource Center

July 2010 to April 2011

- ◆ Create a comfortable, learning environment for students in their quest for knowledge and success.
- ◆ Tutor paralegal students in Legal Research, Writing, Office Management, Contracts, Family Law, Law of Corporations, and Legal Ethics and Procedures, Civil Litigation and Torts.
- ◆ Mentor incoming students to the Paralegal Program at Heald. Help them adjust to the college and advise them on the support and services Heald has to offer.
- ◆ Assist in running the Learning Resource Center at both Heald Campuses. Prepare students for testing, filing documents in appropriate binders, answer telephones, and maintain databases in the computer.
- ◆ Assisting students navigate through Microsoft Office Program and Internet sites.

Agent/Sales Associate

California Department of Real Estate

April 2006 to April 2010

- ◆ Assisted homeowners with the listing and selling procedures of their homes by composing documents and contracts.
- ◆ Assisted buyers in the purchasing of houses. Assisted them through the mortgage process.
- ◆ Marketed houses for sale with advertising, flyers, and posted them on the Multiple Listings Service.
- ◆ Performed daily office functions including phone service, copying and filing documents, client services, and scheduling appointments and home viewings.

Education

Associate Degree in Applied Science in Applied Science/Paralegal

Heald College-Fresno -

Fresno, CA

April 2009 to April 2011

Associate Degree in Arts and Business

Brookdale Community College -

Lincroft, NJ

May 1993

High school diploma or GED