



JERRY P. DYER
MAYOR

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

TO: City Council

THROUGH: Todd Stermer, City Clerk

BY: Jerry P. Dyer, Mayor

_____ Reappointment

 X New Appointment

Name of person replaced: Eduardo Leal

Name: Shannon McCulligh

Address: Fresno, CA

Phone:

Appointed to: Mobile Home Rent Review and Stabilization Commission

Term: Through 6/30/2024

Application Form**Profile****Which Boards would you like to apply for?**

Mobilehome Rent Review and Stabilization Commission: Submitted

Shannon

First Name

Mcculligh

Last Name

Email Address

Home Address

Suite or Apt

Fresno

City

CA

State

Postal Code

What district do you live in? *☒ District 5

Primary Phone

Alternate Phone

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

My mobile home park has been in disarray for years. I would like to get in back into better condition and be more involved in getting all the parks nice places to live.

Educational background, Schools Attended, Degrees and Certifications

Paralegal degree - Heald Real Estate license for California Associate degree - Brookdale College

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

I have had my real estate license since 2006 and I've been in property management for 10 years. I have lived in my mobile home park since 2000 and I have seen it decline over the past few years and I believe I can contribute to getting the park back to its original state. I've had customer service experience for 30 years and I am very good at dealing with the public.

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**

Shannon Mcculligh

Delta Property Management

Employer

Property manager

Job Title

Work Address

City, State, Zip Code

Clovis, CA

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

Jenn Martin Liberty Property Management
Guerra Lake Wylie, SC

Wanda Delton

Chris

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

Shannon McCulligh

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

Fresno, CA

Authorized to work in the US for any employer

Work Experience

Property Manager

Delta Property Management - Clovis, CA

February 2023 to Present

- 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.

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

- Executive Assistant to the director 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

Skills

- 25 years of retail, customer service and financial and office experience.
- Skilled with the ability to multitask in a fast paced, office environment.
- Recognized for work ethic, excellent interpersonal skills and getting the job done.
- Experienced in business letter writing, memorandums, interoffice correspondence, and real estate contracts.
- Maintained and organized client files, data entry, contact with clients through phone, e-mail, fax, and letters.
- Managed property management maintenance, correspondence with clients and conducted in home inspections and reports.
- Experienced in Microsoft Office, Quickbooks, Yardi, Rent Manager, Buildium.
- Accounts Payable
- Personal Assistant Experience
- Databases
- Office Management
- Microsoft Outlook
- Payroll
- Accounting

- Financial Report Writing
- QuickBooks
- Purchasing
- Transcription
- Event Planning
- General Ledger Accounting
- Budgeting
- Accounts Receivable
- Account Reconciliation
- Property Leasing
- Yardi
- General Ledger Reconciliation
- Management
- Negotiation
- Google Suite
- Merchandising
- Retail management
- Store Management Experience
- Bank Reconciliation
- Journal Entries
- Social media management
- Fair Housing regulations
- Adobe Acrobat (10+ years)
- Buildium software (3 years)
- Windows
- Section 8
- Landlord-tenant law
- Conflict management
- Customer service
- Property management
- Sales

Certifications and Licenses

Driver's License

BLS Certification

January 2021 to January 2023

Certified EKG Technician

February 2021 to February 2023

I completed the EKG Monitor Technician Certification in February.

CPR Certification

Real Estate License

May 2023 to May 2027

Department of Real Estate License

Assessments

Verbal Communication — Highly Proficient

May 2020

Speaking clearly, correctly, and concisely

Full results: [Highly Proficient](#)

Organizational Skills — Highly Proficient

May 2020

Arranging and managing information or materials using a set of rules.

Full results: [Highly Proficient](#)

Work motivation — Highly Proficient

December 2020

Level of motivation and discipline applied toward work

Full results: [Highly Proficient](#)

Attention to detail — Highly Proficient

December 2020

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

Receptionist — Highly Proficient

December 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Highly Proficient](#)

Following directions — Highly Proficient

December 2020

Following multi-step instructions

Full results: [Highly Proficient](#)

Customer service — Highly Proficient

March 2021

Measures a candidate's skill in evaluating approaches to customer service & satisfaction.

Full results: [Highly Proficient](#)

Verbal communication — Highly Proficient

March 2021

Speaking clearly, correctly, and concisely

Full results: [Highly Proficient](#)

Data entry: Accuracy — Highly Proficient

April 2021

Entering data quickly and accurately

Full results: [Highly Proficient](#)

Receptionist — Highly Proficient

December 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Highly Proficient](#)

Verbal communication — Highly Proficient

September 2021

Speaking clearly, correctly, and concisely

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.