

SHARON O'BRIEN

Marketing Specialist



206.388.0715

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EDUCATION

Northern Illinois University
University of Idaho, Business and
Sociology

PRESENT

Kinzer Partners, Seattle, Washington

Marketing Specialist

Provides marketing and design support to Kinzer Brokerage team. Produces client deliverables and presentations.

2012 TO 2019

Jones Lang LaSalle JLL, Seattle, Washington

Associate - Capital Markets

Supported the Seattle Capital Markets Investment Sales team with responsibilities covering all facets of the group's operations. Created and produced all marketing materials and managed internal systems / sensitive documents and information and maintained the investment database.

2004 TO 2010

Colliers International, Seattle, Washington

Senior Administrative Assistant, Investment Sales

Supported the Financial Services Group with responsibilities covering all facets of investment operations. Created and produced all marketing materials, handled meetings, travel, transaction coordination and all other administrative needs.

2001 TO 2004

Cushman & Wakefield, Seattle, Washington

Senior Administrative Assistant / Marketing Director

Provided administrative and creative support to the Financial Services Investment team. Was responsible for all administrative operations, research, and Implemented filing system to promote increased adoption of electronic filing and record keeping; mentored executive colleagues on electronic resource management.