



## Sheila Hovland Facilities Coordinator

Sheila Hovland is a detail-oriented professional who is able to successfully manage a variety of projects simultaneously while maintaining a high level of accuracy and efficiency. As a Facilities Coordinator, Sheila is the main point of contact for tenants in need of information, repairs and maintenance. She communicates directly with the building's engineering and maintenance staff to accommodate all requests. Sheila also manages all office operations.

Working with third party vendors and contractors, Sheila handles scheduling, contracts, certificates of insurance, conferences and meetings, as well as maintaining the personnel files. Assisting with the financial aspects of the building's operation, Sheila is responsible for collecting and processing invoices, income/revenue, assisting with the preparation of annual budgets and monthly financial statements. In order to track expenses and ensure that buildings are proactive in their preventative maintenance programs, Sheila utilizes CMMS software to track work orders, work versus production hours and other records to produce valuable, detailed reports for asset managers and owners.

Sheila joined Welsh Companies' on-site property management team at Metro Office Park in April of 1998, transferred to the company's corporate office in March 1999, and became a Facilities Coordinator in the Facilities Management Department in 2001. Prior to joining Welsh, Sheila was a Sales Coordinator for Digital City Twin Cities/AOL and an Office Administrator for Alpha Video.

### **Education and Training**

- St Cloud Business College
- Continuing Education, University of St. Thomas
- Real Estate License, State of Minnesota

### **Professional Memberships**

- Building Owners and Managers Association (BOMA)