

# PROFILE

## Sandi Mickel Transaction Coordinator



smickel@compasscommercial.com

**Office:** 541.383.2444

**Fax:** 541.383.5162

### SPECIALTIES

Office Administration, Client Relations, Microsoft Office and Excel

### SUMMARY

Sandi joined the Compass Commercial team in the spring of 2008 bringing her talent for efficient organization to our busy office. She handles a wide variety of administrative duties that help keep the office running smoothly, including transaction and commission management, meeting coordination, client support, and bookkeeping. Sandi is also instrumental in maintaining the company's comps database. In 2020, she played a key role in transitioning the company over to a new pipeline management software to manage broker listings and accounting.

### BACKGROUND & EXPERIENCE

Prior to joining Compass Commercial, Sandi worked as an Escrow Assistant at West Coast Title and Escrow, and at Deschutes County Title in the title department. She worked in recording, policy writing and customer service. Sandi's 15 years of title and escrow experience gives her a broad knowledge of how transactions progress from start to finish, from both sides of the table.

### EDUCATION

- Accounting Study – Central Oregon Community College

### ACCOMPLISHMENTS & ACCOLADES

- Promoted to Transaction Coordinator — 2020
- Promoted to Office Manager — 2017
- Joined Compass Commercial — 2008

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600 SW Columbia St., Ste. 6100 | Bend, OR 97702  
541.383.2444 | www.CompassCommercial.com

