

PROFILE

Melissa Coconas Maintenance Coordinator



mcoconas@compasscommercial.com

Direct: 541.848.4058

Cell: 707.287.0719

Office: 541.330.0025

Fax: 541.330.0110



Licensed in the State of Oregon

SPECIALTIES

Tenant Relations, Customer Service

PROFESSIONAL EXPERIENCE

Melissa joined Compass Commercial in 2021 as a Lease Administration Analyst. In 2022, she became a licensed broker and took on the role of Maintenance Coordinator. Melissa's primary focus is responding to tenant requests in a timely manner, coordinating maintenance requests, record keeping and supporting senior management. She is committed to building and maintaining strong relationships with property owners, tenants, and vendors in order to provide exceptional customer service.

Melissa has an extensive background in customer relations and previously worked in an administrative role for The Master Builder, a construction accounting software developer, acquired by Intuit. Melissa is originally from the Chicago area but moved to Northern California in 1984, then to Redmond in 2020.

COMMUNITY INVOLVEMENT & INTERESTS

In her free time, she enjoys yoga, wine tasting, spending time with her pets and all that Central Oregon has to offer.

ACCOMPLISHMENTS & ACCOLADES

- Promoted to Maintenance Coordinator — 2022
- Joined Compass Commercial — 2021

PROFESSIONAL AFFILIATIONS

- National Association of REALTORS® (NAR)
- Accredited Management Organization® (AMO®)
- Institute of Real Estate Management (IREM®)

