

# PROFILE

## Kristin Kemp Transaction Coordinator



kkemp@compasscommercial.com

**Direct:** 541.848.4055  
**Office:** 541.383.2444  
**Fax:** 541.383.5162

### SPECIALTIES

Transaction Management, Data Entry, Customer Service

### PROFESSIONAL EXPERIENCE

Kristin Kemp is an integral part of the Compass Commercial team, bringing a new level of organization and efficiency to the brokerage department. She joined Compass Commercial in 2016 as an administrative assistant for brokers Dan Kemp and Peter May. Recognizing her exceptional talents, she transitioned into a full-time role in 2023, serving as a Transaction Coordinator for all Compass Commercial Brokers.

In this pivotal position, Kristin spearheads the streamlining of transaction timelines, ensuring smooth processes from the signing of listing agreements to the close date. She handles the details of lease and sale offers, overseeing the preparation of documents, timelines commission demand approvals. Monthly check-in meetings ensure smooth operations among the brokers, contributing to the efficiency and success of the brokerage department.

Before joining the Compass team, Kristin graduated with her Bachelor of Arts in Elementary Education from Brigham Young University. Her passion for education shines through in her cherished five years as a 5th grade teacher and additional three years as an Elementary Music Specialist and Choir Director.

Kristin brings value to the team and clients through her organizational skills, attention to detail, and her creative eye for many aspects of the business. Her multifaceted background adds to the depth of the Compass team, underscoring her status as a vital asset.

### COMMUNITY INVOLVEMENT & INTERESTS

Kristin is an active member at her church, often sharing her love of music through singing in services. Kristin and her husband, Dan Kemp, a broker and partner at Compass Commercial, have four beautiful and charismatic daughters together. She stays busy outside of work, shuttling her daughters around to dance, soccer, and golf lessons. Together, they enjoy traveling and living in beautiful Central Oregon.

### EDUCATION

- Bachelor of Arts, Elementary Education, Brigham Young University

### ACCOMPLISHMENTS & ACCOLADES

- Joined Compass Commercial — 2016

COMPASS  
COMMERCIAL

REAL  
ESTATE  
SERVICES

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

