

PROFILE

Hannah McClain

Administrative Manager



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SPECIALTIES

Administrative Management, IT Support, IT/Equipment Coordination, Vendor and Contract Oversight, Employee Onboarding

PROFESSIONAL EXPERIENCE

As an Administrative Manager, Hannah plays a vital role in keeping Compass Commercial's operations running seamlessly. She oversees employee onboarding and offboarding, benefits administration, IT and equipment coordination, vendor and contract management, and reception services. By streamlining workflows across departments, Hannah ensures that communication flows smoothly and teams remain supported and organized. A key part of her role is cultivating a positive office culture where employees and clients alike feel valued and connected.

Hannah brings to Compass Commercial a strong foundation in hospitality management, where she advanced from line-level positions into leadership roles as Front Office Manager, Rooms Manager, and General Manager. Before joining Compass Commercial, her most recent position was the Rooms Manager at Riverhouse Lodge here in Bend. In these roles, she gained extensive experience in staff leadership, operations, and customer service—skills she now applies to administrative management. Her background taught her the importance of teamwork and building collaborative environments, lessons that continue to guide her approach in fostering efficiency, engagement, and a supportive workplace culture.

COMMUNITY INVOLVEMENT & INTERESTS

Hannah is a mom to a special needs child, and that experience has shaped her resilience, compassion, and dedication to advocating for children with special needs. She also has three rescue dogs and loves being outdoors - whether it's paddle boarding, hiking, or exploring all that Central Oregon has to offer.

ACCOMPLISHMENTS & ACCOLADES

- Joined Compass Commercial - 2024

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