

PROFILE

Kylie Stone

Operations Assistant



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SPECIALTIES

Tenant Relations, Vendor Coordination, Data Entry, Customer Service

PROFESSIONAL EXPERIENCE

Kylie works with the property management team to effectively manage a diverse portfolio of commercial properties. In her role, she tidies up files, handles data entry, and maintains constant communication with tenants, vendors, and brokers to ensure that maintenance work orders are executed. Kylie enjoys building strong relationships with vendors and takes pride in connecting with them. She thrives in hands-on environments and embraces opportunities to learn by doing.

Growing up in the construction industry, Kylie's parents own the local roofing company, Stone Roofing. Before joining the team at Compass Commercial, she spent over five years at the Central Oregon Builders Association (COBA), where she worked in the plan print shop as a Plans Coordinator and educated clients on reading plans. Kylie's earlier experience at Pierce County Community Health involved assisting homeless women with children. Additionally, she spent three and a half years living in Germany after graduating from high school, further enriching her perspective and adaptability.

COMMUNITY INVOLVEMENT & INTERESTS

As a "Bend Unicorn," Kylie is deeply committed to her community and family. She is highly family-oriented, often supporting her dad in various races, including the Baja 500, and cherishes spending quality time with her son. Kylie loves outdoor activities such as dirt biking, trail riding, and shooting, and she has a special fondness for Halloween, embracing the festive spirit of the season. Additionally, Kylie is interested in volunteering at the Humane Society, where she hopes to make a positive impact at the shelter.

ACCOMPLISHMENTS & ACCOLADES

- Joined Compass Commercial — 2024

PROFESSIONAL AFFILIATIONS

- Accredited Management Organization® (AMO®)
- Institute of Real Estate Management (IREM®)

