

# Professional Profile



**Ginny Oehmann**

Strategic Sites  
Office Manager/Marketing Coordinator  
Assistant Property Manager  
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As Office Manager for Strategic Sites, Ginny is responsible for maintaining a pleasant and productive office environment as well as the systems, inventories and processes required to keep team members producing. Her efforts enable the sales and management team to focus of the business of real estate. Daily tasks for Ginny include invoicing, bookkeeping and facilities management.

As Marketing Coordinator, Ginny is responsible for developing the brochures, maps and collateral materials necessary for both property marketing and tenant representation. She maintains several listing databases including Costar and Loopnet to insure that all property information is updated and complete. As a key support member of the leasing team, Ginny coordinates the site maps, aerals and tour materials needed to effectively present sites to clients.

As Assistant Property Manager, Ginny works closely with Katie Kirchner to ensure all Property needs are met on a daily basis.

## Professional and Community Affiliations

- Notary Public, State of FL certified
- Licensed Real Estate Sales Associate, State of FL