

HAVE A QUESTION? HERE'S WHO TO ASK

Listed below are the staff members of the Monmouth County Association of REALTORS®, along with their respective job titles and a brief description of their duties:

MONMOUTH COUNTY ASSOCIATION OF REALTORS® ADMINISTRATIVE DEPARTMENT

- 732-918-1340, Ext. 16 **Donald T. Willis, Executive Vice President.** Responsible for the general administration of the entire Association operation. Controls and directs Association Staff, programs and activities. The Executive Vice President also serves as staff liaison to all committees and provides liaison between committees and the Board of Directors.
- 732-918-1340, Ext. 20 **Nancy Ciccossanti, Association Secretary.** Responsible for recording and distribution of Board of Directors and MLS Committee minutes. Prepares all notices as they pertain to meetings of committees and special events. Assists the Grievance Committee with the processing and coordination of complaints and hearings from members of the public and members of the Association. Coordinates the publication of the monthly newsletter.
- 732-918-1340, Ext. 10 **Jennifer Damick, Receptionist.** Answers all incoming telephone calls, transfers calls to appropriate persons to help the membership. Maintains reservation lists for all Association events and seminars. Distributes and assists members with Supra keys.
- 732-918-1340, Ext. 15 **Robyn Sayko, Education Coordinator.** Assists the Education Committee with scheduling and follow-up on all plans set forth by member orientation. Maintains a knowledge and inventory of available programs and speakers. This is a part-time position with the hours geared to the time required by the continuing education program of the Association.
- 732-918-1340, Ext. 24 **Dorothy Riccardi, Supra Key Coordinator** – Assists the membership with the Supra lockboxes and keys.

MONMOUTH COUNTY ASSOCIATION OF REALTORS® MULTIPLE LISTING SERVICE

- 732-918-1340, Ext. 18 **Sharon Yahara, MLS Department** - Assists the membership with both broker loaded listings and staff loaded listings. Works closely with MLS photographer in providing accurate information. Assists members with listing problems.
- 732-918-1340, Ext.17 **Edie Estock, MLS Department** - Assists the membership with both broker-loaded and staff loaded listings. Works closely with the photographer in providing accurate information; scans all photos into the computer.
- 732-918-1340, Ext. 11 **Marie McAndrew, MLS Department**- Assists the membership with both broker loaded and staff-loaded listings.
- 732-557-9100 **Rita Gustenhoven, MLS/Support** – Provides support to membership in the areas of broker loaded and staff loaded listings in the MCAR Satellite Office, Toms River, as well as assisting with Supra keys and lockboxes.
- 732-918-1340, Ext. 21 **Jeanne Sakosists, IT Coordinator** – Assists the membership with technical questions and problems with the MLS system.
- 732-918-1340, Ext. 32 **Joanne Conroy, Public Relations & Media Coordinator** – Provides assistants to association on all P/R aspects as needed.

MONMOUTH COUNTY ASSOCIATION OF REALTORS® ACCOUNTING AND MEMBERSHIP DEPARTMENTS

- 732-918-1340, Ext. 14 **Elizabeth Garrison, Accounting Supervisor** - Supervises the duties of the Membership Secretary. Responsible to coordinate all billing and collection of dues and fees for the Monmouth County Association of REALTORS® and the Multiple Listing Service. Assists any of the membership with their membership records and billing.
- 732-918-1340, Ext. 23 **Denise Pernicone, Membership Secretary** - Processes all new member applications for both the Association and MLS and all transfers and terminations for same. Responsible for keeping track of book counts for all member firms. Schedules and assists new members for the Association's monthly orientation. Prepares polling letter at the end of each month for all new members.