



Who to call when you need assistance...

Office Equipment (computers/copiers, fax machine) Phone System

First Contact: Callie Ingram
Second Contact: Sharon West/Jessica Swaffar
Southwest Contact: Alesha Smith
Sand Springs Contact: Becky Ballinger

Questions about Contracts, Listings, General Real Estate Questions, Contract Conflict Resolutions

First Contact: Don Beach
Second Contact: Debbie Dennis
Third Contact: Gary Griffith

Questions about Greensheets, DA's and Commission Checks

First Contact: Gina McKee
Second Contact: Ramona Rossi

Associate Bills

First Contact: Ramona Rossi
Second Contact: Gina McKee

To order Associate supplies, marketing materials, and purchase signs:

First Contact: Sharon West
Second Contact: Callie Ingram
Southwest Contact: Alesha Smith
Sand Springs Contact: Becky Ballinger

Acquiring or Questions about Desk Space

First Contact: Jessica Swaffar
Second Contact: Susan Beach

New Associate Orientation and Training

Contact: Debbie Dennis & Jessica Swaffar

eEdge Questions/DotLoop

First Contact: Jessica Swaffar
Second Contact: Gina McKee
Third Contact: Dwight & Kimberly Bock

MLS Input or Status Changes

Contact: Callie Ingram
Status Changes Only: kwrastatuschange@gmail.com

Coaching & Consulting

First Contact: Susan Beach
Southwest Contact: Debbie Dennis

Contact in the Office/Office Code:

Midtown Contact: Callie/Sharon
Southwest Contact: Alesha Smith
Sand Springs Contact: Becky Ballinger

HUD Questions

Contact: Jennifer Sanders (jen@jensanders.com)

HUD Office Information

First Contact: Sharon West/Callie Ingram
Second Contact: Jessica Swaffar

Supra Keys/Display Keys

GTAR Contact: Gloria Waddle (918) 663-7500

Public Relations/Press Releases

Contact: Jessica Swaffar

Tulsa World Ads

First Contact: Gina McKee/Alesha Smith (back up)
Email: kwmetroadvertising@gmail.com

Questions about OREC or GTAR

First Contact: Jessica Swaffar
Second Contact: Gina McKee

Recruiting Questions

First Contact: Susan Beach
Second Contact: Debbie Dennis

Questions about Team Meetings

First Contact: Susan Beach
Second Contact: Debbie Dennis

Questions about Training Classes

Contact: Debbie Dennis

Market Center Financials

First Contact: Ramona Rossi
Second Contact: Gina McKee

General Office Operations

First Contact: Jessica Swaffar
Second Contact: Sharon West & Callie Ingram
Southwest Contact: Alesha Smith
Sand Springs Contact: Becky Ballinger

Staff Members:

- **Susan Beach:** General Manager/Team Leader of KWRA : sbeach@kw.com
- **Debbie Dennis:** Southwest BC Team Leader/Director of Education: ddenniskw@gmail.com
- **Don Beach:** On Site Broker/Conflict Resolution Manager: dsbeach@kw.com
- **Jessica Swaffar:** Chief Operations Officer KWRA: jessicaswaffar@kw.com
- **Ramona Rossi:** MCA /Chief Financial Officer KWRA: rrossi@kw.com
- **Gina McKee:** Assistant MCA/Asst. Chief Financial Officer: gmckee@kw.com
- **Callie Ingram:** MT Morning Call Coordinator / Listing Input/Technology callieingram@kw.com
- **Sharon West:** MT Afternoon Call Coordinator/Office Administrator kwmetrosharon@gmail.com
- **Alesha Smith:** Southwest Office Administrator : aleshasmith1021@gmail.com
- **Becky Ballinger:** Sand Springs Office Administrator: beckyballinger@kw.com