

WHO TO CONTACT AT IRWA

CONTACT US
(310) 538-0233



ACCOUNTING

Rakhshan Mazarei, ext. 131 | rmazarei@irwaonline.org
Chief Financial Officer

- Assists Chapter officers with tax reports
- QuickBooks online transactions
- Inquiries about monthly financial statements

Maria DiMaggio, ext. 139 | dimaggio@irwaonline.org
Accounting and Personnel Manager

- Supports the Executive Director with routine in-house human resource tasks
- Provides support to staff and manages accounting team members
- Analyze and review monthly accounting entries in QuickBooks
- Assist CFO with monthly financials and annual audit

Cokie Ganacias, ext. 125 | ganacias@irwaonline.org
Accounts Receivable Clerk

- Accounts receivables, including Chapter course invoicing
- Posting and monitoring payments received
- Researching customer inquiries and issuing refund checks

Stephanie Romo, ext. 144 | romo@irwaonline.org
Accounts Payable Clerk

- Payment of invoices and expense reimbursement
- Credit card reconciliation, and processing W-9 and 1099 forms
- Investigating chargebacks

ADMINISTRATIVE SUPPORT

Linna Sok, ext. 147 | sok@irwaonline.org
Administrative Clerk

- Course pass/fail notification, Shipping mail (UPS and FedEx)
- Roster, exam and instructor evaluation processing

CREDENTIALING

Francis Vicente, ext. 123 | vicente@irwaonline.org
Credentialing Manager

- Certification/Designation Program requirements
- Obtaining recertification credit for non-IRWA courses
- Receiving and approving credentialing applications
- Notification of application status
- Inquiries about credentialing forms

EDUCATION

Nathan Cruzado, ext. 124 | cruzado@irwaonline.org
Education Coordinator

- General education questions, Online classes
- CSMA's, course brochures, and instructor contracts
- Implementing course content revisions
- Website and IRWA University login issues

FIELD OPERATIONS

Tim Drennan, (310) 433-9672 | drennan@irwaonline.org
Executive Director

- Inquiries about membership benefits
- Member Network questions/postings and the Chapter Incentive Program
- Chapter support for Regions 2, 3, 4, 5 and 6

Jaime Rose Tieu, (613) 809-4070 | tieu@irwaonline.org
Manager, Field Operations

- Inquiries about membership benefits
- Member Network questions/postings and the Chapter Incentive Program
- Chapter support for Regions 7, 8, and 10

MEETINGS AND EVENTS

Jade Meador, CMP, ext. 146 | meador@irwaonline.org
Deputy Executive Director
Director of Communications & Events

- Inquiries about the Annual Conference
- Speaker presentation and sponsoring/exhibiting at IRWA events
- Meeting coordinator for all IRWA leadership groups

MEMBERSHIP

DeOnna Koonce, ext. 138 | koonce@irwaonline.org
Accreditation Program Coordinator

- Works on the Chapter's behalf to obtain state and agency continuing education credit for real estate agents and appraisers
- Reports course attendant to states and agencies, Maintains state and agency records

Silvia Smith, ext. 120 | smith@irwaonline.org
Member Services Coordinator

- Inquiries about becoming a member
- Changes to member information in database
- Questions about dues, membership and transfers
- Assistance with member/non-member login
- New member kits, pins and certificates

PROFESSIONAL DEVELOPMENT

Amir Vafamanesh, ext. 142 | vafamanesh@irwaonline.org
Organizational Learning & Development Manager

- Course Curriculum Development & Revisions
- Inquiries for Instructors
- Coordination with Industry Committees and CoP's on Courses
- Staff Liaison with the PIPE
- Social Media Accounts

PUBLISHING AND CREATIVE DESIGN

Vivian Nguyen, ext. 128 | nguyen@irwaonline.org
Editor & Communications Manager

- Submitting articles to Right of Way Magazine
- Inquiries about editorial content
- Advertising in Right of Way Magazine
- Publishing press releases and obituaries
- Annual Conference Program advertising

Joseph Roman, ext. 145 | jroman@irwaonline.org
Creative Designer

- Graphic design support
- Obtaining IRWA logos and creating ads for Right of Way Magazine

WEBSITE AND TECHNOLOGY

Sergey Yushkevich, ext. 127 | yushkevich@irwaonline.org
IT & System Administrator

- Career Center jobs posting questions, Technical support
- Member Network questions

Carlos Gonzalez, ext. 136 | gonzalez@irwaonline.org
Web and Database Administrator

- Website questions
- Technical support

