

CALLIE LORENTSON

Sales & Marketing Manager – PowerStudies, Inc

Phone: 425-358-2486 Ext: 114 Email: lorentson@powerstudies.com

SALES SUPPORT

- Compiles and delivers formal contracts and proposals for power system studies
- Obtains project information required for preparing quotations
- Sends out public bids to prospective clients

CUSTOMER RELATIONS AND SERVICE

- Customer liaison for determining current status of bids
- Provides support in maintaining database of clients, suppliers, and manufacturers
- Responsible for handling inside sales calls and inquires

SOCIAL MEDIA SUPPORT

- Maintains Google Analytics and AdWords campaigns
- Responsible for all email marketing through Constant Contact

AREAS OF EXPERTISE

- Creating quotations and proposals for electrical distributors, contractors and electrical testing groups
- Responsible for reviewing electrical specifications, statements of work and drawings to ensure accuracy of proposals based on owner and design requirements
- Creating company announcements
- Responsible for creating sales through on line plan centers

EDUCATION & PROFESSIONAL CREDENTIALS

- Managing Multiple Priorities, Projects and Deadlines Seminar – 2016
- Advanced Social Media Marketing Seminar – 2015
- Social Media Marketing Seminar – 2015
- Conference for Administrative Assistants Seminar – 2015
- Low Voltage Electrical Workplace Safety Course – 2014
- Basic Electricity for the Non-Electrician Course – 2014
- How to Deliver Exceptional Customer Service Seminar – 2014
- Landmark Education, Seattle – Communication Course – 2013

EMPLOYMENT HISTORY

- 2016 – Present: Quotations / Sales & Marketing Manager – PowerStudies, Inc., Maple Valley, WA
- 2014 – 2016: Office Administrator – PowerStudies, Inc., Maple Valley, WA
- 2006 – 2014: Owner and Office Manager – CNC Contracting, LLC, Maple Valley, WA