

# JANARA MOORMAN

**Quotations Specialist – PowerStudies, Inc**

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## **SALES SUPPORT**

- Creating quotations and proposals for electrical distributors, contractors and electrical testing groups
- Obtains project information needed for preparing quotations
- Assists with generating sales leads through online plan centers
- Delivers quotations and bids to 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

## **AREAS OF EXPERTISE**

- Responsible for reviewing specifications, statements of work and drawings to ensure accuracy of proposals based on owner and design requirements

## **EDUCATION**

- Linn – Benton Community College – 1984 – 1986

## **EMPLOYMENT HISTORY**

- 2017 – Present: Quotations Specialist – PowerStudies, Inc., Maple Valley, WA
- 2015 – 2017: Office Administrator – Maple Valley Pediatric Therapy, Maple Valley, WA
- 2009 – 2014: Office Administrator – Willamette Ear, Nose, and Throat Clinic, Salem, OR