

NY NUON

Quotations Specialist – PowerStudies, Inc

Phone: 253-242-6257 Ext: 109 Email: nuon@powerstudies.com

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

- Hazen High School Diploma – 2017

EMPLOYMENT HISTORY

- 2022 – Present: Quotations Specialist – PowerStudies, Inc., Maple Valley, WA
- 2020 – Present: Client Service Representative – Wilderness Animal Hospital, Maple Valley, WA
- 2017 – 2019: Client Service Representative – Allegra Marketing, Prescott, AZ
- 2013 – 2016: Event Coordinator/ Office Administrator – Ruths Chris Steakhouse, Bellevue, WA