

# SHANNON LANDI

**Office Administrator – PowerStudies, Inc**

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## **PROJECT SUPPORT**

- Responsible for contacting utilities, contractors, and engineers to get needed information to perform studies
- Compiles and delivers formal contracts and final reports for power system studies
- Obtains project information needed for preparing quotations

## **CUSTOMER RELATIONS AND SERVICE**

- Customer liaison for determining current status of bids and projects
- Provides support in maintaining database of clients, suppliers, and manufacturers
- Responsible for handling all incoming calls to PowerStudies and providing support as needed

## **AREAS OF EXPERTISE**

- Closing out projects and generating profit and loss reports
- Orders and maintains office supplies
- Arranges for office equipment maintenance

## **EMPLOYMENT HISTORY**

- 2016 – Present: Office Administrator – PowerStudies, Inc., Maple Valley, WA
- 2008 – 2015: Administrative Assistant – Eastside Commercial, Issaquah, WA
- 1989 – 2007: Staff Assistant – The Wall Street Journal & Dow Jones, Federal Way, WA