



**Delinah Martinez**  
**Electrical Engineering Student / Office Administrator**

PROJECT SUPPORT

- Provides support in performing short circuit and protective device coordination power system studies
- Determines conductor lengths for use in power system studies
- Enters transformer, circuit breaker, and short circuit information for use in power system studies
- Reviews project data prior to project completion
- Compiles and delivers formal contracts and final reports for all power system studies
- Delivers quotations and bids to clients

CUSTOMER RELATIONS AND SERVICE

- Customer liaison for determining current status of bids and projects
- Provides support in contacting contractors and engineers to get needed information to perform studies
- Office focal point for maintaining database of clients, suppliers, and manufacturers
- Responsible for handling all incoming calls to Power Systems Engineering and providing support as needed

AREAS OF EXPERTISE

- Responsible for accounts payable and reconciling accounts on a monthly basis
- Responsible for payroll and preparing quarterly and year-end taxes
- In charge of invoicing and closing out projects

EMPLOYMENT HISTORY

- 2003 – Present: Office Administrator – Power Systems Engineering, Covington, WA
- 2002 – 2003: Bookkeeper – Professional Billing Associates, Auburn, WA
- 2000 – 2001: Billing Clerk – Rail Management Services, Seattle, WA
- 1997 – 2000: Shift Supervisor – Starbucks Coffee Company, Tukwila, WA
- 1998 – 1999: Customer Service Representative – McKesson General, Tukwila, WA