



Leah Schmidt
Office Administrator

PROJECT SUPPORT

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

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 Power Systems Engineering and providing support as needed

AREAS OF EXPERTISE

- Responsible for accounts receivable
- In charge of invoicing and closing out projects

EMPLOYMENT HISTORY

- 2003 – Present: Office Administrator – Power Systems Engineering, Covington, WA
- 2000 – 2003: International Shipper – Tahoma Clinic Dispensary, Renton, WA
- 1996 – 1998: Salesmaker – RadioShack, Port Angeles, WA