

Stephanie James Electrical Engineering Tech

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 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 PowerStudies.com and providing support as needed

AREAS OF EXPERTISE

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

EMPLOYMENT HISTORY

- 2005 – Present: Office Administrator – PowerStudies.com (Formerly Power Systems Engineering), Covington, WA
- 2000 – 2004: Paraprofessional – Kent School District, Kent, WA
- 1999 – 2000: Data Entry – Lucks, Kent, WA
- 1995 -1999: Paraprofessional – Kent School District, Kent, WA