

STEPHANIE JAMES

Quotations Specialist – PowerStudies, Inc

Phone: 253-205-8256 Ext: 105 Email: james@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
- Designs and orders business cards for all staff
- Designing and purchasing promotional gifts

EDUCATION & PROFESSIONAL CREDENTIALS

- Green River Community College – Getting Started with InDesign Course – 2015
- Green River Community College – Getting Started with Illustrator Course – 2014
- Business Writing Seminar – 2013
- Renton Technical Institute – Basic Electricity Course – 2008
- University of Wisconsin – Coordination of Industrial & Commercial Electric Power Distribution Systems Course - 2008

EMPLOYMENT HISTORY

- 2009 – Present: Quoting Specialist – PowerStudies, Inc., Maple Valley, WA
- 2008 – 2009: Engineering Tech – PowerStudies, Inc., Maple Valley, WA
- 2005 – 2008: Office Administrator – PowerStudies, Inc., Maple Valley, WA
- 2000 – 2004: Paraprofessional – Kent School District, Kent, WA
- 1999 – 2000: Data Entry – Lucks, Kent, WA
- 1995 – 1999: Paraprofessional – Kent School District, Kent, WA