



# HARPER LEWIS

Quotation Specialist

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

## SKILLS

Microsoft Office



Allscripts PM And PRO



Analytical Thinking



Sales Forecasting



Documentation Skills



## INTERESTS

📖 Birdwatching 🏠 Traveling

📅 Sports Coaching 🧶 Knitting

## STRENGTHS

🔗 Pragmatism

🍃 Sensitivity

💖 Sincerity

⚓ Stability

## LANGUAGES



English



Arabic



French

## ACHIEVEMENTS

★ Reduced quote processing time by 25% through process optimization.

★ Achieved a 20% increase in client satisfaction ratings through accurate quoting.

## PROFESSIONAL SUMMARY

Quotation Specialist with 3 years of experience in Interpreting customer requirements, match products to customer specifications/drawings and ensure the quote is technically compatible and competitive, Communicating with Sales Engineers to determine/clarify project requirements.

## WORK EXPERIENCE

### Quotation Specialist

📅 Jun / 2022-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Interface with all internal customers to ensure a concise quotation.
2. Train new team members on basic procedures as well as intricacies of various accounts.
3. Updated files monthly based on current and projected costs.
4. Utilised Oasis software.
5. Coordinated with suppliers to secure competitive pricing, resulting in a 12% reduction in overall costs.
6. Conducted regular audits of quotation processes, identifying areas for improvement and enhancing compliance by 15%.
7. Developed key performance indicators for the quoting process, leading to a 30% improvement in response times.

### Quotation Specialist

📅 Jun / 2020-Jun / 2022

Cactus Creek Solutions

📍 Phoenix, AZ

1. Had to determine if speciality products such as double posted rack or post protectors were needed.
2. Responsible for preparing a completely detailed price quotation for this project that generated a revenue of over one million dollars.
3. Provided quotation assistance for overseas clientele based in Southeast Asia and in the Middle East.
4. Verified and issued purchase orders for various industrial goods ranging from safety products and industrial equipment parts, to Technical Goods.
5. Managed active pipeline of 50+ enquiries at various points of the process.
6. Provided accurate quotations to major electrical contractors in the Southern California area for both commercial and residential projects Confirmed .

## EDUCATION

### Bachelor of Science in Business Administration

📅 Jun / 2018 Jun / 2020

University of Nebraska

📍 Phoenix, AZ

Focused on project management and operations.