

# **HARPER LEWIS Quotation Specialist**

- (123) 456 7899
- Los Angeles
- www.qwikresume.com

#### **SKILLS**

Microsoft Office





Analytical Thinking

#### **INTERESTS**

Birdwatching

Traveling

Sports Coaching T Knitting

# STRENGTHS









## **LANGUAGES**





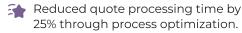


English

Arabic

French

## **ACHIEVEMENTS**



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**

Quantum Solutions LLC

**耳** 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**

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Cactus Creek Solutions

**耳** 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/ 2.018

University of Nebraska

**耳** Phoenix, AZ

Jun /

2020

Focused on project management and operations.