

SAMMI OFFIELD
420 S.W. Joy Ct.
Blue Springs, MO 64014
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OBJECTIVE

To obtain a position in which I can utilize my current skills as well as having the opportunity to learn new ones.

WORK HISTORY

March 2006 – Present

Service/Construction Project Coordinator
Faith Technologies, Inc., Electrical Contractor
Lenexa, KS

- Process weekly timesheets
- Prepare, track and submit submittals and O&M manuals
- Prepare billings
- Process/track change orders
- Scan/print drawings using KIP 2100
- Collect on past due invoices from contractors
- Draft/file correspondence for jobs/project manager's
- Correspond with general contractors
- Prepare weekly manpower
- Prepare Prequalification Questionnaire's for prospective projects
- Pull permits for projects
- Receive/schedule new service jobs
- Dispatch/schedule electricians to service jobs
- Prepare panel schedules

June 1999 - March 2006

Service Coordinator/Collections
Mark One Electric Co., Inc.
Kansas City, MO

- Collected on past due invoices from contractors and service clients
- Collected on past due rent from tenants for rental properties
- Assisted in filing liens against properties
- Prepared bank deposits
- Prepared lien waivers and affidavit's for contractors
- Drafted/finalized correspondence to contractors, attorney's and tenants
- Prepared/mail service department invoices
- Managed all company vehicles and maintenance records
- Processed/filed vehicle inspection reports
- Titled company vehicles
- Arranged company functions and events
- Received/scheduled new service jobs
- Dispatched service electricians to service jobs
- Processed service payroll

February 1999 - June 1999

Receptionist

Smith St. John
Kansas City, MO

- Answered incoming calls on switchboard
- Opened/Distributed mail
- Assisted processing purchase orders

April 1995 - November 1998

Head of Collections

McKeever Enterprises
Independence, MO

- Collected on returned checks for Price Chopper's and Country Mart's
- Assisted prosecuting attorney on stolen checks
- Adjusted each store's ledger quarterly with bad debt
- Processed customer applications for check cashing cards
- Assisted collection agency with "hard to collect"/uncollectible returned checks

EDUCATION

Sumner Senior High School
Sumner, WA

- Graduated 1989

MEMBERSHIPS

- Member of Electric League of Missouri and Kansas

SOFTWARE/SYSTEM SKILLS

- Proficient in Microsoft Word, Excel, Outlook, Access, and PowerPoint programs
- Proficient In Viewpoint program
- Type 54 WPM

References Available Upon Request