

BILLY TODD

OBJECTIVE To obtain a position of longevity that can utilize my adaptability and skills while advancing them.

SKILLS & ABILITIES Proficient in Microsoft word, Excel, Outlook, Oasis, and SAP
Can type 50 words a minute
Excellent Customer service
Knowledge of lighting fixtures and Lighting business

EXPERIENCE **QUOTATIONS, CAL LIGHTING**

April 2017 – April 2019

- Everything listed below in Quotations for Ewing Foley Inc.
- Expanded product knowledge greatly
- Work with the program Flash Pro to obtain Eaton quotes
- Closely Coordinated with Sales People to determine mark-up's
- Also coordinated with our controls team to provide a controls solution to jobs when needed
- Controlled Central Coast territory and Northern Nevada territory
- Very familiar with types of fixtures and price points
- Good knowledge of brands and their offerings and price points

QUOTATIONS, EWING FOLEY INC.

September 2016 – April 2017

- Provided quotations for Northern California starting from Sacramento
- Worked with Oasis to enter all quotes/bids
- Provided quotes to all distributors and select contractors
- Coordinated with Outside Sales to determine mark-up's and most of the time provided my own mark-up
- Put together submittals when needed
- Attended weekly meetings to go over jobs bidding or that have been bid and determine best course of action to obtain
- Provided Crosses/Equals/Value Engineered bids when requested

QUOTATIONS/ PROJECTS SPECIALIST, GRAYBAR ELECTRIC CO.

October 2015 – September 2016

- Proficient at Microsoft outlook to help keep organized for daily tasks along with incoming orders, quotes, and overall customer service
- Good understanding of lighting fixtures, manufacturers and electrical contractors
- Able to read lighting fixture schedules to decipher manufacturers, fixtures and their types and which lighting reps are specified for each particular job along with any special requirements of each fixture
- Assemble quotes received back from lighting reps into Oasis with all notes, unit prices, subtotals needed or specified
- Keep records of all quotes, emails, and spec sheets into a folder, Project team uses this folder when job is received
- I've put together many quotes over half a million dollars up to a million dollars
- I assist in cleaning up jobs before handing them over to the Projects team, making sure all quotes are accurate with proper counts and ensure all pricing is up to date along with all parts and pieces accounted for such as lamps, connectors and any other accessories
- Provide excellent customer service to all contractors, fulfilling all needs in placing orders and providing tracking logs and tracking information
- Provide spec sheets when needed on certain types, very familiar with all lighting manufacturers websites
- Provide lighting O&M's for many projects, including the Kings Arena which I assembled through Bluebeam totaling 1900 pages
- Daily order entry through SAP, along with checking material status and pricing is accurate
- Assisted on many large projects such as Sacramento Kings Arena, Rideout Memorial Hospital, Santa Clara Family Justice center and many more

DELIVERY DRIVER/ MATERIAL HANDLER/ COUNTER PERSONNEL, GRAYBAR ELECTRIC CO.

April 2014 – October 2015

- Assisted and handled receiving, shipping, material handling, and counter customer service on a daily basis
- Worked closely with Project team to accurately pull material, locate material, and ship everything needed
- Help customers at counter and will call on day to day basis, looking up material and orders, retrieving material, and writing up orders on SAP

- Ran reports daily to ensure all shipping orders were completed
- Was in charge of location maintenance, had to ensure all material had proper locations, no quantity discrepancies, and updated locations in SAP
- Received and inspected all material from freight carriers and UPS and FedEx

TEMP/ MACHINIST AT PROGRESSIVE TECHNOLOGIES, PRIDESTAFF AGENCIES

October 2013 – January 2014

- Daily activities of Reaming, Grinding, and Cutting nonmetallic objects to exact specifications
- Operated Dye Room, used glow in the dark dye to inspect any cracks or defects in the products
- Loaded and unloaded furnace with material from soft room to solidify before finishing touches
- Worked in soft room, delicately grinding, cutting, buffing and prepping material to go into furnace
- Cleaned all machines once of week, in soft room cleaned up floor and machines daily

TEMP/ WAREHOUSE/ASSEMBLY LINE WORKER AT SHARIS BERRIES, EXPRESS PROFESSIONALS

March 2013 – June 2013

- Constant rapid pace of placing strawberries on assembly line, while constantly assessing which strawberries are no good or size needed for certain lines being ran
- Rapidly placed chocolate dipped strawberries into gift boxes in certain coordinating patterns
- Thoroughly cleaned each machine and warehouse floor daily until spotless to ensure no bacteria or germs
- I led and managed a team on the cookie packaging machine to produce 1000 packaged cookies in a day

TEMP/ RECEIVER/ MATERIAL HANDLER, EXPRESS PROFESSIONALS

April 2012 – February 2013

- Reported daily backlog of quantities and type of material to all of management.
- Accurately identified each product, its serial number and RMA number to record into the system and process

- Worked on many lines of receiving, HP, AGILENT, F5 and many more that all required special instructions and needs for each line.
- Worked with shipping to seal up boxes, palletize material and create shipping manifest's

EDUCATION

ROSEVILLE HIGH SCHOOL – ROSEVILLE, CA – HIGH SCHOOL DIPLOMA

2007-2011

- Took beginners and advanced computer apps class

REFERENCES

JEFF WAY

Outside Sales, CAL Lighting

916-718-2726

ALEXIS VONBERGEN

Quotations, CAL Lighting

916-542-3469

RICH RAMOS

Engineer, Raymar Inc.

916-412-4327

MARIO UMARIA

Warehouse leader, Graybar Electric co

916-869-0977