

SCOTT SEMOTAN

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EXPERIENCE

FIRE EQUIPMENT SPECIALISTS CO. Office Administrator

**Acworth, GA
2014 - March 2020**

- Main point of contact for all incoming customer service phone calls
- Permit filing and follow up with city and county jurisdictions
- AutoCAD drafting and design of custom fire suppression systems per NFPA requirements
- Process orders, create sales proposals, and accurately invoice jobs performed
- In charge of full company supply inventory and purchasing from vendors
- Daily logistics planning for field technicians
- Remotely manage technicians on job sites

COBB COUNTY PUBLIC LIBRARY SYSTEM Technician – Computer Help Desk

**Marietta, GA
Sept. 2013 - 2014**

- Assist patrons in use of various computer applications, internet, scanners and library database resources
- Monitor public computer usage with SAM PC management system
- Ensure proper functioning of computer systems and printing
- Locate materials within the Cobb County Library System and resolve patron complaints and queries
- Provide training to new library employees on computer help desk and library procedures

KENNESAW STATE UNIVERSITY University Events – Administrative Specialist (Temporary Position)

**Kennesaw, GA
March - May 2013**

- Analyzed and processed room reservations for events in the Event Management System
- Maintained RSVP lists for Presidential events
- Assisted in coordination and preparation of faculty events

ORANGE COUNTY CRATING Office Administrator & Sales

**Orange, CA
2006 - 2012**

- AutoCAD drafting for custom designed crates and shipping container organization
- Managed sales accounts for high-touch clients providing design of custom solutions, and full coordination of jobs
- Inventory budgeting and procurement of materials using purchase orders
- Created accurate client estimates and invoicing
- Accounts payable, accounts receivable, billing and reconciliation of books
- Provided office tech support by solving network problems and setting up new office equipment
- Assisted CEO with administrative duties including new client account set up, filing, and sending and receiving mail

EDUCATION

CALIFORNIA STATE UNIVERSITY FULLERTON - Areas of focus: film production and business

Bachelor of Arts: Radio, TV & Film

SKILLS

- Technical: Windows OS, MAC OS, Microsoft Office, AutoCAD, Adobe Photoshop, Oracle, and Sage