



**Michelle Lundy**

## **Office Assistant – Devils Lake Office**

**Michelle** joined Bergstrom Electric, Inc. in June, 2002 as a part-time Office Assistant. After becoming more familiar with the day-to-day operation of the office and as her responsibilities increased, Michelle was hired as a full-time employee in December, 2002.

Michelle reports directly to the Operations Manager of the Devils Lake Branch Office, but also assists other company personnel in an administrative capacity. Her responsibilities include, but are not limited to: receptionist duties, performing basic office tasks, assisting in project estimating/take-offs, providing customer service, assisting with the Devils Lake Service Department billing (codes invoices/issues purchase orders etc.), ordering shop drawings for branch projects, attending bid openings, coordinating hotel accommodations for out-of-town personnel, generating monthly service department thank-you cards for entire company, verifying weekly time card hours with daily reports, ordering office supplies and maintaining branch office.

### Education and Experience

- Smith Station High School - Smiths, AL
- Aakers College - Bismarck
- Medical Transcription Diploma

### Licenses/Certifications

- Class D Driver's License - ND
- First Aid/CPR Certified

*Our Reputation is Complete*