



Tara Zahradka

Service Department Coordinator

Tara began working for Bergstrom Electric, Inc. in January, 1998 as a receptionist. She held this position for 3 years, at which time she was promoted to her current position of Service Department Coordinator.

Tara reports directly to the Service Department Manager of Bergstrom Electric, Inc., but does assist other company personnel when required. Her responsibilities include, but are not limited to: taking service calls from customers; scheduling and prioritizing service calls; tracking work orders; keeping track of quality assurance calls, thank-you cards and timecards; scheduling service technicians; coding and entering invoices; assisting with main company phones. Tara also works closely with the accounting department, service manager, service technicians and customers to keep things organized.

Education and Experience

- Pembina High School – Pembina, ND
- Mayville State University – Mayville, ND

Specialty Training

- Microsoft Computer Classes – Grand Forks School System
- Basic/Advanced Excel Class – Fred Pryor Seminars

Licenses/Certifications

- First Aid/CPR Certified

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