
Trista Holden

Office Manager

**EDUCATION**

Bachelor of Applied Science,
University of Minnesota, 1998

EXPERIENCE

Prior to starting with SPA in 2014, Trista worked in various positions which providing great background experience for her current role as office manager with SPA. Working at a local electrical distributor, Trista had the opportunity to prepare quotations and negotiate with vendors and customers to secure business. Purchasing through product delivery was her responsibility as well. Trista's experience at Rockwell Automation was a great opportunity to work with a smaller group within a large company.

REPRESENTATIVE EXPERIENCE**Office Manager, Saginaw Power & Automation**

Maintains office services as described below with support of the administrative assistant.

- Accounts payable and accounts receivable
- Time and expense entry and payroll
- Customer invoicing
- Purchasing, receiving, product tracking, sub-contractor coordination
- Maintain customer requirements: safety, quality, insurance, drug policy/tests
- New hire paperwork

Project Sales Specialist, Viking Electric

- Responsible for preparing lighting and switchgear take-off's and quotations, for both engineered projects and design/build projects
- Responsible for managing to project budget and deadlines
- Negotiate with vendors and customers as necessary to secure business
- Follow up on all activities to maximize number of jobs secured

Business Assistant, ICM/IPS Rockwell Automation

- Supervise and support six vibration analysts located throughout the United States.
- Track and report the P&L for the business.
- Enter and maintain contracts in SAP.
- Develop and roll out of business level procedures to include training personnel on SAP functionality.
- Support nationalized services requests from customers, distributors, and sales.
- Maintain record retention & capital equipment requirements.
- Project support: maintain project and proposal documents, time sheet entry, expense tracking, material procurement, expediting, tracking, and receiving. Arrange shipping of products to customers.
- Prepare projects for invoicing, Address customer invoicing issues.
- Collaborate with corporate accounting, legal, finance, and safety

Project Coordinator, Pulse Products

- Prepare approval drawings for projects.
- Coordinate pre-release meetings. Enter, release and finalize project and stock orders. Expedite orders for projects and stock material.
- Resolve freight damage and warranty issues