



Linda Penn Project Coordinator

Linda joined Bergstrom Electric, Inc. as a Project Coordinator in September, 1997. Prior to that time she had been employed as an Administrative Assistant with a Fortune 500 company in California.

During her career, Linda has proven that she is able to work independently; produce high quality administrative support; work in a fast-paced environment; train personnel; develop procedures; and organize the administrative functions within an office to ensure a functional, sound and productive working atmosphere.

Linda reports directly to the President of Bergstrom Electric, but also assists other company personnel in an administrative capacity. Her responsibilities include, but are not limited to: ordering plans/specs for projects bidding, preparing bid paperwork, processing new and closeout project paperwork, requesting wiring and insurance certificates, maintaining trailer/equipment program/logs, processing employment applications, setting-up employee files, compiling paperwork for bi-weekly project manage meetings, formatting forms, coordinating paperwork for trade school presentations and registering apprentices in the registered apprenticeship program through the I.E.C.-Dakotas, Inc.

Education and Experience

- Central High School - Grand Forks, ND

Specialty Training

- Microsoft Computer Classes - Grand Forks School System
- Basic/Advanced Excel Class - Fred Pryor Seminars
- Familiar with various Computer Program Applications:
 - Microsoft Office/MS Word;
 - MS Outlook;
 - MS Excel;
 - Lotus SmartSuite/Lotus 1-2-3;
 - MS Powerpoint;
 - WordPerfect;
 - Toolwatch;
 - HR Calendar;
 - Advantage Sub;
 - Adobe Acrobat;
 - Adobe Photoshop
- School-To-Work Program - Grand Forks School System and Job Service ND

Licenses/Certifications

- ND Notary Public
- First Aid/CPR Certified

Our Reputation is Complete