

# ALLY FJELDSTED

## EXPERIENCE

### **Project Manager | Elliot Electric Supply** Aug 2018-Jul 2020

- Created and scheduled project timelines
- Communicated with customer on project progression
- Tracked shipments and scheduled deliveries
- Ensured projects were completed by or before contractor's due dates

### **Ocean Imports Specialist | Kuehne and Nagel Logistics** Nov 2017-July 2018

- Tracked and traced import ocean shipments
- Handled customer calls and emails
- Communicate with domestic and oversea agents to check cargo status
- Request and evaluate quotes
- Collect charges due for transportation services

### **Residential Realtor | Coldwell Banker** Aug 2016-Jan 2018

- Handled all aspects of real estate transactions with buyers and sellers
- Presented offers to clients
- Advised clients on important real estate decisions
- Contributed to sales of over 8 million dollars in 2016

### **Registered Dental Assistant | Eddie Smith Dentistry** Jun 2012-Jan 2017

- Assisted dentist in routine and complex procedures
- Responsible for setting up and breaking down operator rooms
- Scheduled appointments for patients and advise them of aftercare instructions
- Collected payments from patients

## VOLUNTEER

### **Positive Tomorrows Elementary School**

- Engage children in important social interactions
- Maintain a safe and healthy environment for staff and students
- Assist staff and children in the after-school program

## SKILLS



Project  
Management



Planning



Microsoft Suite  
& PM Tools



Communication



Customer Service



[herrmann.ally@yahoo.com](mailto:herrmann.ally@yahoo.com)



918.766.4906



8532 E 58<sup>th</sup> St Tulsa, OK 74145

## PROFESSIONAL REFERENCES

### **Chris Rozene, District Manager**

Elliott Electric Supply  
[chrisrozene@elliottelectric.com](mailto:chrisrozene@elliottelectric.com)

918-804-3557

### **Jim Bigelow, Coldwell Banker Associate**

The Bigelow Group  
[jim@jimbigelow.com](mailto:jim@jimbigelow.com)

918-481-8357

### **Ashlee Guest, Operations Manager**

Elliott Electric Supply  
[ashleeguest@elliottelectric.com](mailto:ashleeguest@elliottelectric.com)

918-409-4955

