

Tammy Condon

Office Manager

Marken Marken Mechanical Services Inc.

5165 Commercial Cir STE A

Concord, CA 94520

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Profile

Tammy is the backbone to Marken Mechanical's administrative operations with over 30 years of business management experience. Her efficiency and ability to multitask allows our office to run fast and efficient without worry of missing any details. Her amicable and enthusiastic manner makes her well-liked by peers and clients. Tammy is a team player and does anything necessary to meet all deadlines with a positive attitude. She has shown great ability to remain calm during emergency situations.

Office Manager

June 17, 2015 – Present

Tammy's duties at Marken Mechanical include the following:

- Payroll and Billing
- Insurance Specialist acquires Bid, Performance, and Payment Bonds
- Handles all accounts receivable and accounts payable
- Notary
- Customer relations/Vendor relations
- Assist in development of customer contracts
- Manage progression of jobs in progress