



"We enjoy getting to know our clients and try to do the best job we can for them. My job has a lot of variety; I enjoy that, too."

Barbara Thompson, Office Manager

Education:

Lakeview High School, 1968

Oregon College of Education, Monmouth, Oregon, 1968-69

Experience:

Barbara has worked for Anderson Engineering & Surveying, Inc. for the past 20 years as an administrative assistant and office manager. Mrs. Thompson is responsible for overall office management at the Lakeview office. She is responsible for all administrative office duties such as overseeing ordering of supplies and processing project billings. She also prepares job cost monitoring reports, assists in scheduling projects, prepares contract documents and technical specifications, and prepares correspondence concerning construction projects. Barbara also prepares all grant administration documentation as required by projects. She is proficient at several computer programs including Microsoft Word, Microsoft Excel, and QuickBooks.