Nathan Okafor

Quotation Specialist

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SUMMARY

Quotation specialist with 5 years preparing price quotes for custom metal fabrication and industrial fasteners. Turns around 45 quotes a week from drawings and RFQs, builds costs in Excel and the ERP, and kept a 31% win rate on quoted work in 2025.

EDUCATION

Bachelor of Science 05/2021

Cleveland State University Cleveland, OH

Business Management

EXPERIENCE

Quotation Specialist 05/2023 - Present

Cuyahoga Precision Metals Cleveland, OH

Contract manufacturer of laser-cut, formed and welded steel parts for equipment builders.

- Deliver about **45** quotes a week from customer drawings and RFQs, with a 31% win rate in 2025.
- Build cost estimating sheets in Excel for material, laser time, welding and finishing, keeping margin within 2% of target.
- Apply blueprint reading to flag missing tolerances and finishes, sending questions to buyers before quoting.
- Record every RFQ and follow-up in the CRM and ERP, cutting average quote turnaround from 5 days to 2.

Inside Sales Representative 06/2021 - 04/2023

Erie Shore Fasteners Solon, OH

Distributor of industrial fasteners and MRO supplies to 200 maintenance accounts.

- Quoted 25 catalog and special-order requests a day by phone and Outlook for 200 maintenance accounts.
- Wrote quote cover letters and terms in Word, standardizing 6 templates the inside sales team still uses today.
- Grew assigned account sales **14%** in 2022 through scheduled reorder calls and kit pricing for repeat buyers.
- Checked vendor price increases against open quotes each month, protecting margin on 120 standing quotes.

Estimating Intern 05/2020 - 12/2020

Lakeside Fabrication Works Euclid, OH

Job shop building steel frames and machine guards for local plants.

- Measured parts and reviewed drawings for **60** quote requests, entering material takeoffs for the lead estimator.
- Organized the shop's archive of 2,000 prints by customer and revision level.
- Calculated steel and hardware costs for 15 repeat jobs a month from current supplier price lists.

SKILLS

Excel • Word • Outlook • Cost Estimating • Blueprint Reading • ERP • CRM
Attention to Detail • Communication Skills • Organizational Skills