

· P R O F E S S I O N A L P R O F I L E ·

**DEBORA M. WILLIAMS**

Office Manager

Debbie M. Williams, Office Manager for PIKE - McFARLAND - HALL ASSOCIATES, INC. is originally from Northern Ohio, where she gained three years of office experience prior to moving to South Carolina.

After relocating to South Carolina, Debbie accepted a position at Dollar-Rent-A-Car as a Customer Service Representative where she gained additional office and computer experience, working with a multi-line telephone and dealing with the general public, while advancing to Station Manager and gaining an additional three years of experience.

In 2002, Debbie accepted a position at PIKE - McFARLAND - HALL ASSOCIATES, INC. as an Administrative Assistant. Through on-the-job training, Debbie became familiar with the various aspects of the construction industry and in 2008 advanced to Office Manager. Debbie's motivation and attention to detail is a valuable asset to this industry and the facets of project management. In addition, Debbie handles the accounts payable, accounts receivable and project billing for the firm.

**EDUCATION**

Mentor High School 1992

**MEMBERSHIPS**

SC State Notary Public

