

Misty Emler

BSOE

Contracts & Proposals Administrator
Executive Assistant & Office Manager



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Education

2007

Bachelor of Science in Occupational Education (Management)

Wayland Baptist University, San Antonio, Texas

Biography

With over 15 years of experience in fire protection administration, Misty Emler has varied responsibilities within PDI and has an understanding of all aspects of our services. She is the Corporate Secretary and functions on management levels related to administrative support, financial activities, and contracting. Ms. Emler is responsible for supporting corporate management in daily operations of PDI as well as preparing contracts and proposals for projects. She provides logistical administrative support and consultation on items such as insurance coverage, contracts, payment, and invoicing. Ms. Emler is the single point of contact for many of our clients.

As Contracts Administrator, Misty Emler is responsible for compiling all the technical specifications produced into one final document that is formatted, and does not conflict with any client-specific requirements. Ms. Emler also prepares the front-end checklist, table of contents, and other documents required for bidding with the help of the engineering and technical staff.

Ms. Emler has a strong understanding of building and fire codes and basic fire protection principals. This technical knowledge is invaluable for supporting the professional staff. She is responsible for creating databases or tracking methods for project documentation, maintaining the integrity of templates and checklists through administrative controls, and assisting technical staff with clarity in writing and presentation of reports. Ms. Emler performs basic code analysis, assists team members with review of plans for consistency and quality, as well as consults with the design team about the permit process and options to obtain permits for phased or complex projects

Additional Skills / Selected Projects

- Expert in Microsoft Office, Adobe Acrobat, Deltek Vision, and WordPerfect. Significant experience with Adobe InDesign, Adobe Illustrator, Timeslips, Sage 50, Quickbooks, and Microsoft Visio
- Ability to convert client proposal requests into deliverable statements of work.