

Elizabeth A. Vogel

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Sales/Marketing Skills

- Assisted with presenting new products in client meetings
- Created marketing materials for sales representatives in the field
- Created press releases and flyers for local arts school
- Created custom framing layouts for customers

Administrative Skills

- Created and update promotions with a focus on Nestle Nutrition and Kelloggs for Supervalu
- Kept promotional planners updated and accurate using Microsoft Excel in order to meet deadlines and track progress of promotional contracts
- Maintained client database of current products
- Ensured timely payment of invoices to meet quarterly goals
- Track and maintain funds in client systems using Siebol and MEI.

Customer Service/Retail Skills

- Greeted and assisted customers in person and on the phone
- Set and restock floor displays
- Balanced cash register receipts and made bank deposits
- Problem solving
- Maintained calendars and created route schedules for field technicians

Computer Skills:

- Microsoft Office, Outlook, Word, Excel, PowerPoint. Sharepoint, Social Media, Adobe Photoshop, Siebol, QuarkXPress

Work Experience

- **Acosta Sales and Marketing**

Business Manager Assistant: September 2011- Current

Claims Coordinator: April 2008- September 2011

- **Dish Network**

Dispatch Specialist II: April 2005 -April 2008

- **The Wooden Bird Store**

Senior Sales Associate: August 2003 -April 2005

- **Lane Bryant**

Part-time Shift Leader: September 2001- October 2004

- **The Art Tree**

Summer Marketing Internship: June 2000- September 2000

Education

- **Bachelor of Science** -Mass Communications, Advertising
December 2000, St. Cloud State University
- **Associate of Arts** -Liberal Arts June 1996, Normandale College

Volunteer Experience

- Member of Pioneer Pointe Homeowners Association Board since 2012
- Acosta Culture Committee
- Acosta Company Picnic Committee member