

Elizabeth A. Sheridan

7380 Jensen Ave. S. • Cottage Grove, MN 55016 • 612-850-0506

PROFILE

- Over eighteen years of professional supervisory experience at the Minnesota Pollution Control Agency in the area of Operations Services. Strong, effective communicator and leader who brings positive energy to the workplace and can build and manage a successful team.

EDUCATION Bachelor of Science, MN State University - Mankato
Major: Secondary Education/Social and Behavioral Sciences

PROFESSIONAL EXPERIENCE

2001-pres. Office Services Supervisor 2

Minnesota Pollution Control Agency, St. Paul, MN

- Supervise Operations Services staff in the areas of the Information Desk, Communications support, Legal services support, shipping & receiving, copy services, central supply purchasing, fleet management, and security.
- 14 years as the lead Agency fleet manager, monitoring utilization, procuring vehicles and managing the leasing program.
- Prepare annual spending plans, manage purchase orders and analyze budget data.
- Plan training and development opportunities for staff. Ensure the Agency goals are being met by participating consistently in Continuous Improvement projects.
- Participate on Agency Management and Leadership Teams to identify and analyze operational problems, develop and implement policies and procedures, and recommend solutions to improve business operations.
- Hire, lead, direct, monitor and coach staff. Develop annual work plans and performance evaluations.
-Outstanding Individual Achievement Award recipient 2004, 2006
-Agencywide Recognition Awards 2002-2005, 2007-2008, 2010-2014, 2017

2000-01 Account Executive

McLeod USA Publishing Company, Brainerd, MN (closed in 2001)

- Regional account executive for both inside call center and outside advertising sales.
- Developed marketing plans and informational materials to educate clients, and sell advertising programs to businesses.
- Designed spec art ads, copy, and proposals for prospective clients.
- Wrote sales contracts, tracked and monitored all revenue data and sales progress.

1996-00 Office Administrative Specialist Int. & Senior

Minnesota Department of Trade & Economic Development, St. Paul & Brainerd, MN

- Coordination and tracking of state youth development and tourism grant programs.
- Preparation of client, fiscal, and program reports for legislative sessions.
- Generated purchase orders.
- Managed and maintained informational databases.