

**Mary-Elizabeth Morgiewicz**

14 Stone Hill Drive Unit 2

Vernon, NJ 07462 US

Mobile: 845-597-4273

Email: me.morgiewicz@gmail.com

**Work Experience:****Jones Services Company, LLC**

2099 Route 17A

Goshen, NY 10924 United States

**02/2013 - Present**

**Installation Coordinator****Duties, Accomplishments and Related Skills:**

- Providing exceptional customer service.
- Develop, maintain and utilize systems for managing installations, customer service, sales and service.
- Collaborate with municipalities, inspectors, subcontractors, employees and consumers to meet requirements and acquire all necessary permits and licensing.
- Implement and manage a system of electronic paperwork, saving, time, money and resources.
- Train sales, service and installation personnel to utilize electronic paperwork systems and mobile financing systems with a goal of improving efficiency.

**Jones Services Company, LLC**

2099 Route 17A

Goshen, NY 10924 United States

**10/2011 - 02/2013**

**Marketing Assistant****Duties, Accomplishments and Related Skills:**

Developed and maintained systems for client retention and management.

- Executed targeted bulk email and mail campaigns to an existing customer base.
- Managed a newly launched ecommerce website working with customers, manufacturers and distributors.

**All State Dist. Northeast Inc**

190 Crystal Run Rd

Middletown, NY 10941 United States

**11/2010 - 10/2011**

**Marketing & Sales**

**Duties, Accomplishments and Related Skills:**

- Catalog management, layout, production and distribution.
- Product development.
- Federal, state and private sales account management.
- Maintained two e-commerce websites, worked with customers, manufacturers and distributors to maintain all product categories.

**Jones Services Company, LLC**

2099 Route 17A

Goshen, NY 10924 United States

**07/2009 - 11/2010**

**Marketing Assistant**

**Duties, Accomplishments and Related Skills:**

- Developed and maintained systems for client retention and management.
- Executed targeted bulk email and mail campaigns to an existing customer base.
  - Managed a newly launched e-commerce website working with customers, manufacturers and distributors.

**Valley Central High School**

1175 State Route 17K

Montgomery, NY 12549 United States

**09/2008 - 06/2009**

**Art Teacher (Leave Replacement)**

**Duties, Accomplishments and Related Skills:**

- Instructed Studio Art, Drawing and Design I, Interior Design and Computer Graphics courses.
- Promoted a creative, positive and productive learning environment within the classroom.
  - Interacted and communicated with parents, students, and administrators to meet the varied needs of each and every student.

**Jones Services Company, LLC**

2099 Route 17A

Goshen, NY 10924 United States

**12/2007 - 08/2008**

**Marketing Assistant**

**Duties, Accomplishments and Related Skills:**

- Developed and maintained systems for client retention and management.
- Executed targeted bulk email and mail campaigns to an existing customer base.
- Managed a newly launched ecommerce website working with customers, manufacturers and distributors.

**Monroe-Woodbury Central School District**

278 Route 32

Central Valley, NY 10917 United States

**12/2007 - 05/2008**

**Substitute Teacher**

**Duties, Accomplishments and Related Skills:**

Substitute Teacher for grades K-12 within the art department.

**Gate Hill Day Camp**

750 Gate Hill Rd

Stony Point, NY 10980 United States

**06/2005 - 12/2007**

**Staffing Coordinator**

**Duties, Accomplishments and Related Skills:**

- Developed and executed targeted recruitment campaigns.
- Screened and interviewed candidates to fill over 100 seasonal positions.
- Maintained and managed personnel files for past and present employees.
- Functioned as media director during the camp season managing a department of three instructors serving over 500 youth.
- Layout, design and production of weekly summer and seasonal spring, fall and winter newsletters.
- Official camp photographer taking hundreds of photos daily.
- Weekly maintenance of camp website adding images utilizing an FTP platform.
- Layout and design of marketing materials.

**Education:**

**Ramapo College of New Jersey**

Mahwah, NJ United States

Bachelor's Degree 05/2006

**Major:** Contemporary Arts **Minor:** Teacher Education

**Fashion Institute of Technology State University of New York**

New York, NY United States  
Associate's Degree 05/2003

**Major:** Fashion Merchandising **Honors:** Cum Laude

**References:**

Jessica Tracy	Playa Gallery	Gallery Owner	(720) 284-2493
Karyn Carpinone	Jones Services Company	Accounting	(845) 820-7634
Tim Schofield	Jones Services Company	Sales Manager	(845) 558-9032

**Additional Information:**

Hardworking, ambitious, capable, detail oriented, resourceful, organized and creative.  
Capable, willing and able to use technology, adept at utilizing: Microsoft Office Suite, Apsiva CMS, Adobe Photoshop, Illustrator & InDesign, Filemaker, Sage Mas90, Successware database and client management software.

·Photography SLR/Black & White/Color/Darkroom, Digital and Alternative Methods.