old-style-phone-symbol_rooweb-clipart[1]Anonymous-Mail-1-icon[1]Home_font_awesome

* Developed and implemented inventory number system for 2,400+ items
* Expanded vendors (14-35) and customers (9-30) from 2009-2011
* Progressed into role as promotions manager as business rapidly grew
* Managed sales and marketing strategy, 2009-2012 ($402K - $1.9MM)
* Repositioned company after healthcare reform, transitional sales growth, 2012-2015 ($400K - $1MM)
* Joint efforts increased inside supply sales by 96% from 2011 - present
* Solely responsibility for annual “Lab Week” event for 48 laboratories
* Designed and created Product Catalog for 1,100+ products.

Co-managed office workflow including shipping/receiving, purchasing, AP/AR duties and customer communication. Efforts were focused on expanding new supply business, developing vendor relationships and enhancing purchasing strategies. Assisted with hiring and training of new staff members.

**Administrative Coordinator**

Pathology Lab Solutions, Inc.

Sarah E. Glose

account management

610.790.7256

saraheglose@gmail.com

Philadelphia, PA

Professional Profile

skills

experience

education

Meticulous

Naturally Insightful

Resourceful

Acutely Observant

Tenacious

Creatively Adaptable

Passionate

Resilient

**BACHELOR OF ARTS**

Advertising Research

& Account Management

Temple University SMC

2007 - 2011

**CERTIFICATIONS**

Digital Advertising Certificate

Temple University

2016 - Present

Women’s Studies Certificate

Temple University

2009-2011

**Marketing Manager**

Pathology Lab Solutions, Inc.

Oversees account management, communication and engagement for small fast growing supply company, winner of Philly 100 (2012) and INC. 5000 (2013). Manages online presence, sales collateral and promotions. Developed company website and Amazon.com sales platform. Projects customer needs, buying trends and product opportunities based on sales reports, qualitative research and competitor data.

**TRAINING**

Adobe Illustrator - 11 hours

Adobe InDesign - 11 hours

**SOFTWARE KNOWLEDGE**

Microsoft Publisher

Microsoft Office Suite

QuickBooks Enterprise

Strategic-Optimist. Abstract-Thinker. Driven by data, directed by insight.

I’ve had the opportunity to learn a tremendous amount on the job, including product development and pricing strategies, as well as the inner workings of an entrepreneurial environment. I thrive under pressure and in collaboration with others, while also savoring my creative independence.

**AWARDS**

SMC Department Award

Excellence in Research

**Account Manager / CEO**

Diamond Edge Communications

* Served as CEO of Temple University’s Student-Run Creative Agency
* Oversaw all accounts, strategic plans and final creative presentations
* Collaborated with each team and conducted weekly staff meetings

**Research and Discovery Intern**

Social Impact Studios/August 2011 - December 2011

* Attended creative brainstorming meetings with art directors and clients and provided insight for the agency's public awareness campaigns.
* Research how advertising impacts people’s awareness and behavior

**June 2009 - Dec 2011**

**Dec 2011 - Present**

**Jan 2011 - Dec 2011**

**Aug 2011 - Dec 2011**