

ELIZABETH A. SCHABOWSKI

2929 W. BRIARWOOD DRIVE, FRANKLIN, WI 53132
LIZZYD308@GMAIL.COM 608-358-1825

SUMMARY OF QUALIFICATIONS

- Excellent written and verbal communication skills
- Strong organizational skills with ability to manage multiple priorities
- Fast learner, goal-oriented, and pays close attention to details

PROFESSIONAL EXPERIENCE

Meeting Planner
12/08 – 11/09

Svinicki Association Management, Inc.

Milwaukee, WI

- Planned all event functions for six association clients, including nearly 20 meetings, events, and conferences
- Developed marketing and promotional content across several mediums
- Primary contact to clients and vendors for all event details
- Prepared RFPs and negotiated hotel and vendor contracts for all functions
- Created and maintained event budgets
- Researched and coordinated speaker logistics for all conferences
- Coordinated logistics for tradeshow, golf outings, event sponsorships, raffles, and themed receptions
- Created and maintained speaker and event databases using FileMaker Pro

Speaker Activities Coordinator
6/06 – 12/08

American Society for Quality (ASQ)

Milwaukee, WI

- Researched innovative and efficient methods of speaker activities processes
- Assisted in developing, revising, and proofing conference preliminary and on site programs
- Provided marketing content for conference promotional materials, including Web site and direct mail pieces
- Reviewed and approved marketing layout of direct mail pieces during production process
- Developed and distributed monthly speaker newsletters
- Designed and maintained database for speakers, moderators, reviewers, and committee members
- Served as primary contact for ASQ's annual conference of 120 speakers
- Provided budget and forecasting insight to management group
- Maintained orders for onsite courses – kept track of inventory and confirmed shipment with customer

Accomplishments

- Proposed and implemented an abstract management system to hold applications and session information
 - Estimated 250 hours saved per annual conference
- Proposed and implemented a new speaker evaluation company.
 - Savings of more than \$4,000 per conference in addition to receiving more valuable services

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PROFESSIONAL EXPERIENCE *Continued*

Legal Office Assistant
7/01 – 6/06

Peterson, Johnson & Murray, S.C.

Madison, WI

- Assisted paralegals and attorneys by retrieving essential information for client cases; Organized the company's legal files and responsible for the general filing of office correspondence; Created a more efficient method of maintaining the status of attorney files

Sales Department Intern
4/12/05 – 8/12/05

Milwaukee Brewers Baseball Club

Milwaukee, WI

- Distributed, reviewed, and summarized group ticket sales surveys; Assisted sales staff with special events and tailgate groups; Coordinated logistics of meeting room rentals with clients and internal staff

EDUCATION

Restaurant Management Certificate Currently pursuing
Milwaukee Area Technical College (MATC) Milwaukee, WI

- Classes include: Menu Planning & Design, Bar Management, Food & Beverage Procurement, and Supervision in the Hospitality Industry

Associate Degree – Meeting and Event Management Program May 2006
Madison Area Technical College (MATC) Madison, WI

- Classes included: Introduction to Tourism Services; Fundamentals of Meeting Management; Program Design and Development; Meetings Industry Budget and Finance; Registration/Housing Logistics; Marketing Principles; Tourism Marketing; Special Event Management; Meeting Coordination; Exposition Management; Tourism Management; Risk Management, Negotiation, Legal Issues; and Partnership Development

ADDITIONAL PROFESSIONAL ACTIVITIES

- Meeting Professionals International (MPI) – Member since 2005

PERSONAL INTERESTS

- I enjoy cooking, reading, photography, playing volleyball, watching baseball, football, and basketball.