



Mary E. Stoflet, AS

Date of Birth November 29, 1957

Experience

Skogen Engineering Group, Inc. - 2002 – Present

Madison, WI

- Director of Marketing/Field Coordinator
- Partner
- Corporate secretary
- Direct contact with clients
- Discuss services with insurance adjusters and claim representatives
- File management
- Travel to and attend conventions to meet new clients
- Maintain current client base
- File management and disbursement
- Customer satisfaction
- Communicate types of services provided to clients

Safety Engineering Associates, Inc. - 1978 - 2001

Madison, WI

Administrative Assistant/Field Coordinator

- Manage, coordinate and instruct engineering staff
- Direct contact with clients
- Communicate types of services provided as well as fee schedules
- Customer satisfaction
- File management and case load coordinator
- Prepare trial exhibits
- Schedule trial, depositions and meetings
- Transcribe reports and letters
- Coordinate monthly staff meetings

DENNIS D. SKOGEN, MSME, PE, PARTNER
JEFFERY J. PETERSON, MSME, PE, PARTNER
ROBERT J. WOZNIAK, MSME, AAS, PE, PARTNER
PAUL T. ERDTMANN, MSME, BSEE, PE, PARTNER
ZACHARY R. BINGEN, BSME, PE
CHRISTOPHER J. DAMM, PHD
JEFFREY J. KOCH, PE
ANDREW C. KNUTSON, PE, SE, MS
MARY E. STOFLET, AS, PARTNER
JAMES W. TORPY, BS, PARTNER



Seminars Attended

- Successful Direct Marketing
- Newsletters and Brochures
- How to Manage Stress: A Woman's Workshop
- The Grammar and Usage Seminar
- How to Handle Difficult People
- Impact Marketing Through Targeting & Focus
- Windows – A One Day Seminar
- The Marketing Plan
- MTLA – Minnesota Trial Lawyers Association
- WDC – Wisconsin Defense Counsel
- WAJ – Wisconsin Association for Justice
- 2003 through 2007 State Bar of Wisconsin Annual Convention