

Alyx Morgan

Alameda, CA 94501

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EDUCATION

Certificate in Media Production, in Progress
Laney Community College, Oakland, CA

Ongoing Voice Over Classes
VoiceTrax, Sausalito, CA

WORK EXPERIENCE

Executive/Administrative Assistant
Abbot Diabetes Care, Alameda, CA

JAN/11 – NOV/17

Provided high-level administrative support to several department directors and their teams (most recently in Public Affairs). Devised a system in Excel that made it easy for anyone in the office to retrieve important files. Created a standard operations procedure (SOP) book for Temps.

- Entrusted to prepare complex expense reports and travel arrangements, for both domestic and international travel.
- Managed detailed calendars, and set up both in-person and virtual meetings for local and international employees and consultants.
- Developed and maintained consultant records; including creating purchase requisitions, check requests, and processing invoices to ensure prompt payment.
- Created and managed departmental files in compliance with corporate and government regulations.
- Coordinated, set up and managed department and company-wide events (both off-site and on-site). Successfully juggled several vendors at a time. Managed contracts, purchase orders and check requests.

Administrative Assistant/Temp
Career Group Staffing, San Francisco, CA

DEC/09 – OCT/10

Provided high-level administrative support to two VPs and the Regulatory Department. Managed complex calendars and meetings and set up conference calls. Entrusted to prepare intricate expense reports—some with foreign currencies.

- Ordered Consulting and Confidentiality Agreements, and served as a trusted liaison between consultants and Legal Department.
- Opened Purchase Requisitions for consultant and vendor invoices. Scheduled international and domestic travel arrangements.
- Coordinated off-site conferences: site selection, budgeting, contract negotiations, catering, A/V needs and preparation of meeting materials.

Alyx Morgan cont'd

Executive Assistant/Office Manager

Publicis Modem, San Francisco, CA

APR/08 – SEP/09

Directly supported the EVP/Managing Director and acted as Office Manager for 60-70 people. Served as backup support for Creative, Marketing and Project Management departments, including image purchasing. Oversaw heavy calendaring of meetings and conference calls and completed comprehensive expense reports.

- Coordinated client and office events for up to 90 people. Managed site selection, budgeting, contract negotiations, catering, A/V needs and meeting materials.
- Ordered supplies, identified and resolved office equipment glitches, managed client/employee parking spaces and fun employee food and beverage perks.
- Scheduled complex international and domestic travel arrangements for EVP/Managing Director, freelancers and other executives during peak times.
- Assisted in other capacities as needed: formatted large PowerPoint presentations and trained new employees on software.

Walt Disney World - Orlando, FL

Continually promoted to increasingly responsible roles throughout 8-year tenure.

MAR/90 – FEB/98

Administrative Assistant - Resort Marketing (10/97 – 2/98)

Administrative Assistant - Disney Cruise Lines (2/97 – 10/97)

SKILLS

- | | | |
|-----------------------|-----------------------|-----------------------|
| • Calendar Management | • Vendor Management | • Purchase Orders |
| • Event Planning | • Contract Management | • Meeting Planning |
| • Site Selection | • Travel Arrangements | • Expense Reports |
| • Type 80 WPM | • Budgeting | • Database Management |

SOFTWARE AND TECHNOLOGY

- | | |
|--|---------------------------|
| • Microsoft
(Word, Excel, PowerPoint, Outlook) | • Sony Vegas Movie Studio |
| • Adobe
(Photoshop, Acrobat, Audible,
Premiere Pro, Dreamweaver) | • Concur Travel Software |
| • Final Cut Pro X | • SAP |
| | • PeopleSoft |
| | • Lotus Notes |
| | • Dictaphone |

REFERENCES EXCELLENT AND AVAILABLE UPON REQUEST