



# MORGAN WILSON

## OFFICE MANAGER

### Profile

I am a qualified and professional Office Manager/Administrative Assistant with five years of experience in data entry, communications, and marketing. Strong creative and analytical skills. Team player with an eye for detail and organization.

-  970-893-0389
-  wilson.morgank@gmail.com
-  Loveland, CO
-  <https://www.linkedin.com/in/morgan-peck/>

## EXPERIENCE

### OFFICE MANAGER

MCAA Brands

**2021 - Present**

- Guest Relations and Reservation Management
- Assist CO-CEOs with any tasks needed
- Daily, Monthly, Yearly reports, AR/AP, and reconciliation
- Supervise employees daily

### MARKETING AND FINANCE DIRECTOR

SAVA Center

**2019 - 2021**

- Designed website and social media
- Organized the largest fundraiser in Northern Colorado
- Financials - reports, AR/AP, client invoicing, grant writing
- Personal Assistant for Executive Director

### ADMINISTRATIVE ASSISTANT

BioMatrix International

**2018 - 2019**

- Client account management
- Financials - AR/AP
- Aided CEO with tasks and projects

## EDUCATION

### DIPLOMA

East High School

**2011 - 2015**

### ASSOCIATE OF SCIENCE

Colorado Technical University

**2020-2022**

## SKILLS

- Financial Management
- Social Media
- Website Design
- Customer Service
- Problem-Solving
- Computer Literacy
- Leadership
- Strong Communication