**SARAH MORRIS**

503.964.8112

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**SKILLS SUMMARY**

Wide range of Administrative and Office Management skills including but not exclusive to:

●Proficient in and up-to-date with PC and Mac OS X Operating Systems and software ●Invoice and account expenses

●Extensive travel arrangements ●Outside vendor managing ●Scheduling appointments ●Verbal and written communication skills

●Strong organizational skills ●Ability to handle many priorities and functions ●Creative thinking and problem-solving ●Strong proofreading skills

**PROFESSIONAL EXPERIENCE**

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| **M Financial – Executive Assistant, Member Firm Development** | **January 2013 to Present** |

* Administrative support to Member Firm Development team.
* Pro-active team member to various ad-hoc projects.

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| **New York Genome Center – Office Coordinator** | **July 2012 to November 2012** |

* Administrative support to executive management team.
* Liaison to office building management regarding HVAC, elevator service, restroom facilities and general housekeeping maintenance.
* Responsible for taking inventory, ordering office supplies and overseeing the operation of office equipment.
* Pro-active team member to various ad-hoc projects.

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| **CBS Television – Assistant to Technical Support Department** | **January 2010 to July 2012** |

* Maintain up-to-date inventory tracking distribution for the audio equipment within the CBS Broadcast Studios.

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| **Andrews Kurth LLP – Administrative Assistant to Partner, of Counsel and Associate** | **January 2005 to April 2009** |

* Prepared and edited memoranda, correspondence, pleadings, charts and tables using various word processing applications to distribute in various digital formats.
* Proofed finished documents and served documents on appropriate counsel and parties.
* Set up conference calls, received/screened incoming calls, as well as, assisted clients over the telephone and via e-mail.
* Processed attorney time summaries.
* Processed attorney reimbursements and check requests.
* Scheduled appointments and made travel arrangements.

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| **Lehman Brothers – Administrative Assistant to Managing Director** | **October 2003 – December 2004** |

* Processed and maintained Managing Director’s and three Associates’ travel and business expenses.
* Coordinated and prepared travel itineraries.
* Arranged car service to and from New York City area airports.
* Coordinated conference room availability.
* Arranged in-house Lehman Dining Services for client breakfast and or luncheon meetings.
* Provided professional telephone coverage.
* Prepared, processed letters, memoranda, presentations and reports.
* Performed various ad-hoc projects assigned.

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| **Dow Jones & Company, The Wall Street Journal – Executive Assistant to Director** | **May 1993 – October 2003** |

* Provided full administrative support to the Director including calendar and schedule maintenance, expense reports and travel arrangements.
* Handled on-and-off-site meeting preparations, agendas and menus.
* Arranged hotel accommodations and recreation activities for WSJ executives and other dignitaries.
* Authored internal memorandums to WSJ management and external correspondence to Fortune 500 company executives.
* Organized year-round special events with Director.
* Coordinated national and international luncheon and dinner round table panel discussions, corporate golf outing, U.S. Golf Open on-and-off site hospitality events.
* Assisted in organizing WSJ International Sales Meetings.
* Represented Dow Jones & Company as "Liaison" for Madison Square Garden's Corporate Skybox.
* Oversaw $1.1 million MSG Skybox contractual agreement.
* Executed MSG Skybox sales tax and monthly beverage invoices.
* Developed an efficient and equitable Corporate Skybox ticket distribution system.
* Maintained over $350,000 budget for National Sales Director's entertainment spending.
* Assisted in the sales, marketing and budget allocation plans of The Wall Street Journal Technology Summit Conferences.
* Planned entirety and executed within budget WSJ Technology Summit’s successful evening reception for 500 conference participants on the main floor of the New York Stock Exchange.
* Initiated and maintained extensive client and conference participant database.

**EDUCATION**

**Northeastern University, Boston, Massachusetts** B.S. in Business Administration, Concentration -- Marketing