Morganne Lyon

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**Employment**

Citizen Potawatomi Nation Real Estate Services February 2013 - Present

Shawnee, OK   
**Administrative Assistant**

* Inter-departmental Tribal services
* Database organization and management
* Public Relations
* Transcriptions
* Bureau of Indian Affairs Tribal Correspondent
* Probate services

Citizen Potawatomi Nation Tribal Enrollment Department May 2011 - February 2013

Shawnee, OK  
**Departmental Assistant**

* Inter-departmental Tribal services
* Database organization and management
* Public/Membership Relations
* Enrollment Processing and Management
* Departmental Researcher
* Social Media Development and Management

Tanquility Tanning & Gifts June 2009-May 2011  
Shawnee, OK  
**Front Desk Staff**

* Database organization
* Cash register operation and organization
* Customer service
* Social Media Development and Management

Arvest Bank December 2008-June 2009

Shawnee, OK

**Teller**

* Cash register operation and organization
* New accounts
* Vault operation and organization
* Customer service

**Academic Experience**

2010 5K charity race director

2009 5K/1 mile walk charity race director

2005 Shawnee High School angel tree coordinator

2004 - 2008 Tri-Hi-Y community service participant

**Education**

2012 Bachelor of Social and Behavioral Sciences: Communication Studies, Saint Gregory’s

University, Shawnee, OK

2008 General Education: Shawnee High School, Shawnee, OK

**Academic Achievements**

2004-2008 I maintained a 3.5 GPA throughout high school.  
2006-2008 I took Advanced placement courses and college courses while attending high school.

2008-2012 I maintained a 3.4 GPA throughout college and graduated in the top 25% of my class.

**Academic Affiliations**

Tri-Hi-Y Club

Varsity Cheerleader

Cross Country Team

Dance Team

Spirit of Shawnee Club

**Technical Skills**

* Fast typist (100+ WPM)
* 10 Key
* Microsoft Office 2007
* Microsoft Office 2010
* Adobe Photoshop
* Communication- Verbal and written
* Time management
* Strategic thinking
* Project management