



KATIE MORRISON

EXPERIENCE

Business Manager- Senior Nutrition Services

Catawba County Government | Oct 2017 - present

- Track grant (5310 Transportation, HCCBG, etc.) expenditures and review invoices for accuracy.
- Supervise purchases and completes reconciliation for procurement card transactions.
- Oversee all databases and applications for all SNS programs.
- Manage content on the SNS website and subsequent pages using the County's content management system through Processwire.
- Create and manage social media content for monthly newsletters.

Sales Associate/Social Media Manager

Red and White Shop | April 2012 - June 2017

- Manage social media accounts, including designing content and social media activities
- Developed employee handbook
- Train and supervise new employees
- Communicate with warehouse on regular basis to obtain items/products
- Maintain back storage areas and sales floor for quick and easy access
- Complete opening and closing procedures

EDUCATION BACKGROUND

BS in Agriculture Education

North Carolina State University | Aug 2011 - Dec 2015

- Concentration and minor in Animal Science. Member of Sigma Alpha Professional Agriculture Sorority with time served on executive board. Member of Sigma Alpha Pi National Society of Leadership and Success.

CONTACT

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SKILLS

- Communication
- Innovation
- Project Management
- Adaptability
- Works well in a collaborative environment