
Morgan Wong

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PROFESSIONAL SUMMARY

Dedicated and experienced individual with a diverse background in customer-oriented service roles looking for continual growth and development in the medical field. Competent at handling paperwork associated with pathology as well as assisting in the actual dissections.

SKILLS

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| • Proficient in MS Office Suite (Excel, Word, PowerPoint, Outlook, OneNote) | • HTML |
| • Squarespace, Wordpress, Wix | • Javascript |
| | • CSS |
| | • MySql |
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WORK HISTORY

Administrative Assistant/Web Developer - 9/2019 to Present

Archie's Towing/Archie's Ice Cream, Mission Viejo, CA

- Coordinated and supervised pickup and drop-off meeting between clients and staff.
- Negotiated
- Performed data entry and filing of invoices and reports.
- Designed and developed user-friendly websites that ensured high traffic, page views, and positive user experience.
- Fixed errors from existing websites and improved overall functionality.
- Trained clients how to independently make minor updates and changes to ensure website sustainability.
- Designed custom graphics that advertised and promoted client's businesses.

National Sales Representative - 5/2019 to 9/2019

UCI Inc., Irvine, CA

- Assisted in the development of small businesses by focusing on back-end solutions in different major industry segments.
- Developed friendly rapport with customers and prospects to facilitate open discussion of business needs and how our alliance partners' products could fill those needs.
- Managed incoming leads as presented in my assigned territory.
- Negotiated and closed sales while finding key decision makers and satisfying their credit card processing needs.
- Responsible for hundreds of customer accounts ranging from medical to retail businesses across the United States.
- Generated more business leads and sales during my tenure than any other employee in my class or in recent history.

Photographer/Sales Lead - 11/2018 to 5/2019

Image Postcard: Catal Restaurant, Anaheim, CA

- Managed and trained a team of
- Shot and sold photographs throughout Catal Restaurant and Uva bar in Downtown Disney.
- Trained new hires and ev
- Approached and photographed restaurant patrons engaged in everyday dining, parties, and

- special events.
- Edited and refined photos using basic correction software.
- Cropped, manipulated, and preformed color-balance for final images.
- Printed and delivered photo packages to tables in a thorough and timely manner.

Product Zone Specialist – 6/2017 to 11/2018

Apple Inc., Newport Beach, CA

- Connected with customers to determine the technological demands of consumers and businesses.
- Assessed customer needs, recommended products, and supported the setup of new devices.
- Demonstrated consistent and comprehensive knowledge of Apple and third-party products and applications.
- Communicated closely with U.S. service providers to activate and upgrade new or existing cellular plans.
- Performed basic troubleshooting procedures on iOS devices and mac OS computers.
- Co-facilitated workshops to demonstrate product functionalities and trained new users.
- Aided the development and training process of new associates.

Pathology Intern – 09/2014 to 06/2015

Kaiser Permanente, Irvine, CA

- Assisted lead pathologist in gross dissections and processing frozen section slides.
- Collected margin samples and cataloged them into the electronic database.
- Assisted in preparation, dictation, and logging of specimen dissections in macro and micro levels.
- Cleaned and maintained grossing stations after every dissection, disposing of hazardous waste and sanitizing surfaces.
- Assisted and took notes in autopsy examinations relating to external examinations.
- Kept grossing area stocked with necessary supplies in clean, working order.

EDUCATION

Bachelor of Science: Biology/Psychology

Saddleback College – Mission Viejo, California

- Jan 2017- Present

Bachelor of Science: Biology/Psychology

Gettysburg College – Gettysburg, Pennsylvania

- Attended Aug 2015 – December 2016

High School Diploma: 2015

Dana Hills High School – Dana Point, California

REFERENCES AVAILABLE UPON REQUEST
