





TAYLOR MORGAN

An administrative assistant with four years of experience specializing in travel coordination, calendar management, and client engagement. A proven track record of organizing events, enhancing office operations, and providing onboarding and HR support to new employees.

CONTACT

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 taylormorgan@example.com

 LinkedIn | Portfolio

 Atlanta, GA 30303

KEY SKILLS

- Administrative support
- Calendar and schedule management
- Client communication
- Cross-functional coordination
- HR assistance
- Travel planning

EDUCATION

Associate of Arts (A.A.)
Communication
GEORGIA STATE COMMUNITY
COLLEGE, Atlanta, GA | 2020

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE COORDINATOR | EMERSON & KELLY CONSULTING, ATLANTA, GA
OCTOBER 2022 – TO PRESENT

- Deliver exceptional administrative support to the marketing, finance, and HR departments, field client inquiries, and schedule meetings and consultations for a premiere consulting firm with over 50 accounts valued at up to \$160,000
- Coordinate all aspects of travel arrangements, transportation, and accommodations for executives, including allocating a \$30,000 annual budget
- Collaborate with the HR team during the hiring cycle and provide support to new employees throughout the onboarding process

ADMINISTRATIVE ASSISTANT | HARRISON LEGAL PARTNERS, ATLANTA, GA
JUNE 2020 – OCTOBER 2022

- Managed calendars for senior legal staff, coordinated daily administrative functions and facilitated communication with clients via email and phone
- Generated, reviewed, and managed invoices, processed payments, and resolved billing issues to maintain client satisfaction and reduce outstanding balances

CERTIFICATIONS

- License to practice law in New York, American Bar Association, 2015
- Chartered Financial Analyst (CFA), CFA Institute, 2015

AFFILIATIONS

- American Bar Association, Member, 2016
- New York State Bar Association, Member, 2015