

Sara Renée Morris

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408.315.0722



EMPLOYMENT

- Mo-DV, Inc.**, Campbell, CA **Supervisor** Jessica Fullmer 408.348.3201 2009
*Executive Assistant through Express Employment Services *Handle all incoming calls and client relations
*Maintain CEO's calendar *Transcribe dictated emails and letters *Maintain budgets and bookkeeping for the company
*Create and organize filing systems both on the server and in hard copy *Communicate with shareholders and lawyers
*Create and maintain investment documents and spreadsheets *Handle all travel arrangements
- UBS Financial Services**, San Jose, CA **Supervisor** Bill Neufeld 408.378.2700 2008-2009
*On contract through Express Employment Services *Client Services Associate (CSA) and Receptionist
*Helped with new recruit account transfers and openings *Handled the switchboard for all branch calls
- Maxonic, Inc.**, Sunnyvale, CA **Supervisor** Deepti Vanvari 408.739.4900 x107 2008
*Administrative Assistant at an IT Staffing company *Handled Calls *Collected and processed timesheets for internal employees and contractors *Invoiced clients using QuickBooks *Handled all new hire paperwork *Worked with brokers
*Managed supplies inventory *Planned and executed all company parties and events
*Handled all travel arrangements for the VPs and CEO *Took daily deposits to the bank
*Parsed resumes collected off of Dice and Monster *Data entry
- St. James' Episcopal Church**, New York, NY **Supervisor** John Scibilia 212.774.4200 2007-2008
*Administrative Assistant to the Associate Pastor *Created and organized a filing system
*Kept her calendar organized and clear *Organized meetings and entered them in the Parish calendar
*Used ACS to send out mailings *Called parishioners about various subjects *Completed her monthly Expense Reports
- Supporting Cast Temp Agency**, New York, NY **Supervisor** Jillian Schneider 212.532.8888 2006-2007
*Worked for over 30 companies including: CHD Meridian, Fidelity National Title, East of Doheny, Cotton Inc, Kaplan, and Columbia University Press (full list available upon request)
- Hofstra Department of Drama and Dance**, Hempstead, NY **Supervisor** Sherrie Basil 516.463.5444 2002-2006
*Handled Calls *Did shipping/mailings *Gave campus tours *Filed *Organized *Data entry

SKILL SET

- * Words per minute 50+, 10 Key Touch Type
- * MS Word, Outlook, Powerpoint, Excel (all different versions of these programs)
- * QuickBooks
- * PC and Mac
- * Medical data entry programs
- * Emailing / Myspace / Facebook / Instant Messenger Programs
- * All major phone consoles (up to 100 lines)
- * Extremely organized
- * Self motivated
- * Great multi-tasker
- * Handles sensitive material with ease
- * Very calm and collected under pressure
- * Employee of the Month with Express Employment for July 2009

EDUCATION

Hofstra University Hempstead, NY

BFA Theatre Arts in Performance, Minor in Dance, Cum Laude with High Honors

Overall GPA: 3.75

Dean's List: All semesters

Scholarships: Gray Wig A. "Tank" Passuello, Northern California Alumni, Hofstra Recognition, Drama Activity Grant, Sutter Health