

MICHELLE TERESA JADE MORGAN



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(949) 278-8679



Canyon Lake, California 92587

PROFESSIONAL SUMMARY

A goal-oriented employee who is dedicated to strengthening administrative operations to streamline costs and enhance procedures. Cultivate long-lasting relationships with students and staff to strengthen program success. Motivational leader with top-notch communication, organizational, and strategic planning abilities. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

SKILLS

- Assisting faculty research
- Staff training and development
- Cataloging reference books
- Academic Presentations
- Microsoft Office
- Outreach Strategies
- Communication

EDUCATION

San Diego Christian College
Santee, CA • 05/2022

Bachelor of Science: Aviation
Science

- Awarded Scholar Athlete
- Aviation student council
Representative

Irvine High School
Irvine • 06/2015

High School Diploma

- Awarded Scholar Athlete
- Captain Cross Country

FAA CERTIFICATES

- CPL-SE land with IR

FLIGHT HOURS

WORK HISTORY

San Diego Christain College - Academic Assistant
Santee, CA • 11/2022 - Current

- Assisted in determining space needs for faculty and revenue operations within the Aviation department.
- Created financial outlines and prospective revenue
- Collaborated with school faculty to define and prioritize departmental strategies and direction.
- Advised faculty and department personnel on issues such as completion of program statistics and costs for incoming students.
- Collaborated with faculty, staff, and students to identify and address institutional challenges.

Canyon Lake Poa - Office Administrator
Canyon Lake • 03/2022 - 10/2022

- Interacted with customers by phone, email, or in-person to provide information.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Maintained electronic and paper filing systems for easy retrieval of information.

San Diego Christain College - Student Librarian
08/2018 - 12/2021

- Organized library catalog, supplies, equipment and records.
- Supported security personnel in managing closed-circuit security system to maintain optimal protects for property and personnel.
- Tracked loans of media equipment and materials.
- Responded to numerous reference calls daily, helping patrons with specific information needs.
- Kept up-to-date records of materials, maintained inventory and corrected cataloging errors.

- PIC: 258.4
- Multi: 17.8
- Cross Country: 57.3
- Actual INSTR: 8.4
- Simulated INSTR:52.5
- Night: 28.6
- Total: 313.7

Irvine High School - Coaching Assistant

06/2016 - 05/2018

- Demonstrated high level of respect for opponents, officials and facilities.
- Promoted stretching, mobility work and proper form to help athletes safely build strength.
- Promoted good sportsmanship with competing teams on- and off-field.
- Created excel sheets to track and analyze athletic performance
- Built positive and productive relationships with parents of student athletes.

REFERENCES

- Katina Evans, PHD, M.A,
SDCC VP Academic Affairs & ALO
(619) 201-8715
- Mona Hsu, MLS, M.A,
SDCC Operations Librarian
(619)201-8681
- Matt Owen, MLIS
SDCC Library Director
(619)201-8683