

# MORGAN CRUMP

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Dedicated Site Manager with 5+ years of experience in administrative operations and customer service. Extremely cross-functional with a passion for marketing and hospitality. Passionate about streamlining workflows and enhancing user experiences. Proven ability to lead teams, manage budgets, and coordinate high-volume office and hospitality environments with professionalism and efficiency.

## WORK EXPERIENCE:

### **Wilson Elser – Defense Law Firm | Buckhead, Georgia**

**August 2023 - Present**

#### *Site Manager*

- Oversee daily operations for a 50-person legal office, managing internal services and client-facing support.
- Create and analyze monthly activity and budgeting reports in Excel to track office efficiency.
- Coordinate online depositions, conferences, and events between Atlanta and North Carolina offices.
- Handle office supply and vendor management, confidential records, and facility maintenance.
- Recruit and train new hires with custom onboarding materials to promote team success.

### **Indigo Road Hospitality (OKU) | Atlanta, Georgia**

**October 2022 - Present**

#### *Hospitality Ambassador in Fine Dining*

- Leveraged social media to promote dining experiences, driving awareness and foot traffic, reaching an audience of 60k.
- Trained staff on POS and CRM systems, enhancing operational efficiency.
- Built strong client relationships, converting digital engagement into loyal returning customers.
- Curated personalized VIP reservations and coordinated special dining events.

### **Montessori Village Academy | McDonough, Georgia**

**January 2020 - December 2023**

#### *Freelance Administrative Manager and Social Media Marketing*

- Managed founder's calendar, email correspondence, and contact list of 100+ contacts.
- Created and distributed marketing materials (brochures, flyers, digital content) to increase ROI.
- Designed and executed elevated on-campus and virtual events from planning to vendor coordination.
- Oversaw social media strategy, content writing, and engagement tracking.

### **Vivint Sales Professional (Internship) | Kennesaw, Georgia**

**January 2020 - December 2023**

#### *Administrative Sales and Marketing Assistant Internship*

- Traveled as a sales professional, demonstrating, and selling home security technology and automation to customers. Generated \$2,000k in monthly inventory sales by effectively presenting product features, benefits by negotiating.
- Interacted with 20+ clients daily, providing exceptional customer service and addressing inquiries to drive sales.

## EDUCATION:

### **Kennesaw State University | Kennesaw, Georgia**

**Graduated December 2023**

#### *Bachelor of Science in Interdisciplinary Science Architecture and Marketing*

- Major in **Architecture** and **Minor in Marketing**
  - Relevant Courses: Intro to Marketing, Business Statistics, Principles of Selling, Market Research, Digital Marketing and Advertising.
  - Architectural Diagraming, Interior Design, Architectural History, Architectural Photography, Graphic Design.

## SKILLS:

Office & Vendor Management, Calendar & Budget Oversight, Microsoft Office Suite (Excel, Word, PowerPoint, Outlook), Canva & Adobe Creative Suite (Photoshop, Illustrator) SketchUp, Social Media Marketing , Event Planning & Coordination , Excellent Customer Service.

## Interests and Hobbies:

Painting, drawing, mood boarding, hosting, interior styling, event planning and cooking.