

Tyree Morris

+1-732-996-2617 | tyreemorris212@gmail.com

Professional Summary

Highly skilled finance and business professional with a robust background in financial analysis, procurement, and administrative operations. Adept at delivering insights through data analytics tools, streamlining processes, and supporting strategic decision-making. Proven expertise in contract negotiation, vendor performance metrics, and regulatory compliance, resulting in cost savings and improved efficiency. Skilled communicator with strong organizational, problem-solving, and customer service abilities. Proficient in tools such as NetSuite, Photoshop, and Premiere, with hands-on experience managing financial transactions, developing comprehensive reports, and optimizing workflows. Passionate about leveraging analytical and interpersonal skills to drive organizational growth and foster meaningful relationships with stakeholders.

Education

Montclair State University

Master of Business Administration

Montclair state university

2022 - 2023

- GPA: 3.7

Lincoln University

Bachelor of Science, Business Administration

Lincoln University,PA

2018 - 2022

- GPA: 3.4

Skills

Skills: Administrative Expertise, Strong Oral and Written Communication, Analytical Ability (Formal Training in Statistics/Econometrics), Organization, Computer Proficiency, Attention to Detail, Problem Solving, Flexibility and Adaptability, Interpersonal Skills, Customer Service Orientation, Compliance with Standards and Procedures, Ability to Prioritize Competing Demands

Tools: Photoshop, Premiere, NetSuite

Professional Experience

Long Branch Municipal Building

Procurement Analyst

Long Branch Municipal Building, NJ

May 2024 - Present

- Oversaw financial data and vendor performance metrics, which supported strategic procurement decisions and improved vendor selection processes
- Developed and implemented procurement policies that aligned with regulatory standards and organizational objectives, resulting in streamlined operations and compliance
- Analyzed and presented detailed financial reports to senior management, facilitating informed decision-making and strategic planning
- Negotiated contracts with vendors, achieving cost savings and maintaining high-quality standards, which enhanced supplier relationships and reduced expenses
- Fostered strong relationships by resolving stakeholder issues and promoting a collaborative team environment, leading to improved stakeholder satisfaction and project outcomes

Montclair State University

Business Analyst (Capstone Project)

Panama

2022 - 2023

- Conducted comprehensive analysis of clinical and business processes to streamline workflows and improve system configuration.
- Developed and executed user acceptance testing plans, including creation and execution of test cases.
- Developed comprehensive documentation of business requirements and workflow specifications that enhanced stakeholder communication and streamlined project alignment.
- Delivered insights through data analytics tools, aiding stakeholders in strategic decision-making.
- Supported end-user training by preparing materials and educating users on system functionality.
- Developed creative solutions using problem-solving skills to enhance processes and systems, resulting in improved efficiency and organization

Long Branch Elementary

First Grade Teacher

Long Branch, NJ

Sep 2023 - Jun 2024

- Prepared lesson plans, educational materials, and student assessments in alignment with curriculum standards, resulting in improved student comprehension and engagement
- Communicated with parents, colleagues, and administrators to support student learning and development, leading to enhanced student performance and stronger community relationships

- Implemented classroom management strategies to create a positive and inclusive learning environment, which fostered student participation and reduced classroom disruptions
- Maintained high standards of student engagement and academic achievement by setting clear expectations and providing consistent feedback

Township of Ocean Municipal Building

Township of Ocean Municipal Building

Administrative Assistant (Internship)

Mar 2023 - Jun 2023

- Provided administrative support to municipal staff, including preparing documents, responding to inquiries, and scheduling meetings.
- Assisted with the coordination and implementation of municipal programs and activities, ensuring smooth daily operations.
- Maintained files, records, and databases in accordance with organizational standards and procedures.
- Improved processes by designing efficient systems to streamline workflows and reduce complexity.

Affordable Housing Alliance

Eatontown, NJ

Administrative Assistant (Internship)

Jun 2022 - Aug 2022

- Provided administrative support to housing alliance staff, including document preparation, correspondence, and database management, which improved team efficiency and communication
- Assisted with onboarding of new staff and clients, including IT access, training, and supply coordination, resulting in a smoother transition and quicker integration into the team
- Scheduled meetings, organized events, and facilitated communication among staff, clients, and community partners, leading to improved collaboration and successful event outcomes
- Applied functional and technical skills, including database management and statistical analysis, to optimize administrative operations and enhance efficiency, resulting in streamlined processes and reduced operational costs

White Ridge Cemetery

Eatontown, NJ

Bookkeeper & Account Manager

Mar 2020 - Aug 2021

- Managed financial transactions, including accounts payable, accounts receivable, and payroll processing, ensuring timely and accurate financial operations
- Reconciled financial records and prepared financial reports, maintaining accurate bookkeeping records to support informed decision-making
- Coordinated with cemetery staff and vendors to ensure timely and accurate payment processing, improving vendor relationships and operational efficiency
- Enhanced accounting skills and adapted to new financial tools, demonstrating a commitment to personal learning and improving financial management capabilities