

# Morgan DeWeese

826 W. Princess Anne Rd  
Norfolk, VA 23517  
(434) 826-1149  
Morgan.DeWeese@gmail.com

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Seeking a full time Administrative Technician position with Keep Norfolk Beautiful.

## Experience

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### Public Information Specialist

August 2018 – Current  
Keep Norfolk Beautiful  
Norfolk, VA (757) 441-1347

- Managing and coordinating volunteer programs
  - Assisting with school education programs
  - Events marketing and communication planning
  - Tracking volunteer data
  - Volunteer and event outreach
  - Leading meetings
  - Social media and webpage content creation and management
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### NEL Executive Intern

June 2018 – August 2018  
Keep Norfolk Beautiful  
Norfolk, VA (757) 441-1347

- Summer camp coordinator for three departments
  - Social media and bi-weekly blog creation
  - Assisted in planning and coordinating volunteer events
  - Assisted in creating Adopt-A-Spot procedure manual
  - Collaborated on educational programming
  - Meeting note taker
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### Salon Coordinator

August 2016 – June 2018  
AOC Salon  
Norfolk, VA (757) 625-0055

- Scheduling and billing of 30+ clients daily
  - Phone and electronic correspondence
  - New employee training
  - Created and organized documents for front desk and assistants duties and training
  - Collaborated with stylists and assistants to resolve client issues
  - Salon Iris booking software and Demandforce online booking system
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## Education

August 2017 – May 2019

Bachelors of Science in Interdisciplinary Studies Leadership, Old Dominion University, Norfolk VA

Relevant course work - Organizational Behavior and Management, Ethics, Events Management, Public Service, and Law. 4.0 GPA.

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January 2016 – May 2017

Associates of Science, Tidewater Community College, Norfolk VA

Relevant course work – Environmental Science, Ethics, and Statistics. 4.0 GPA.

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## Skills

- Adaptability
- Time Management
- Self-motivation
- Leadership
- Teamwork
- Creativity
- Ethics
- Social Media
- Written and verbal communication
- Volunteer recruiting
- Data entry
- Critical Thinking/ Decision Making
- Program Organization
- Project Management

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## Software

- Salon Iris
- Salon Biz
- Demandforce
- PowerPoint
- Excel
- Access
- Prezi
- Wix.com
- Gmail
- Outlook
- Google Drive
- Civics Plus

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## Online Portfolio

[www.morgandeweese.wixsite.com/mdeweese](http://www.morgandeweese.wixsite.com/mdeweese)

## Activities and Interests

- Planned, organized, and lead Community Garden Clean Up for the Park Place Peace garden in Norfolk, Virginia, in November 2017. With the help of 10 volunteers we repaired and cleaned 8 garden beds to be planted the following spring.
- Leadership Lecture Series certificate awarded April 2018. Lectures included topics such as Cultural Humility, Career Skills, Meyers-Briggs Type Indicator, and Discover Your Leadership Style.
- Volunteered at the Slover Library 2017 PixelFest.
- Clean the Bay Day beach clean-up 2017 and 2018.
- Volunteered with Back Bay Wildlife Refuge for the Restore the Dunes project, March 2018.
- Other interests include cycling, board games, reading, trivia, volunteering, knitting, and hiking.