



MICHELLE MORRISON

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LINKEDIN

Michelle Morrison is a Project Leader and Technology Consultant that specializes in planning, networking, organization and project management at technology oriented events and workshops, vendor-oriented projects and initiatives. Her specialty has been the facilitation of collaboration between professional educational institutions and corporations seeking outreach and targeted client interaction.

EXPERIENCE

Michelle has excelled at the administration, planning, and organization of C-Level Executive meetings in the Bay Area and Silicon Valley. She successfully manages the bi-monthly organization of professional meetings with two prominent CIO and Director Level groups in the Silicon Valley. Responsibilities include monitoring and managing collaborative websites, dinners, program budget, meeting agendas/content/speakers, and site specifics.

Michelle is also a Technology consultant for project estimating and planning, technical writing, process documentation, assessment and reengineering for financial systems and ITIL oriented implementation. Experience includes review acceptance oversight for financial and IT oriented assignments. Various assignments involve migrating processes from EXCEL spreadsheets to user administration manuals, creating basic processes from expert interviews and refining these documents with informal and formal UAT processes using real-time feedback.

Recent Highlights: Michelle directed a bicultural event rated 9.3 out of possible 10 by participants, hosting an international group of business school graduates on a 5 day tour of the Silicon Valley and Bay Area, including corporate site visits, meals, transportation and events. She supported a successful charitable event at a prominent San Jose, CA venue to highlight local emerging technology companies. Event planning support included: meeting organization, attendee invites and communication, managing of venue, meals, scheduling, and all meeting details.

EDUCATION

Michelle Morrison holds a B.A. in Political Science and minors in both History and Art History from the University of California, Davis.