

# Grace E. Morgan

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5145 Coban Street | San Diego, CA 92114

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## EDUCATION

SAN DIEGO STATE UNIVERSITY | San Diego, CA  
**Sports Business Management MBA Program**

*Candidate for Graduation 2017*

PATRICK HENRY COLLEGE | Purcellville, VA  
**Bachelor of Arts, Journalism**

*Graduated Spring 2007*

## EMPLOYMENT HIGHLIGHTS

LIBERTY DENTAL PLAN CORPORATION | Irvine, CA

*2009 – 2016*

### **Executive Legal Assistant**

- Assisted the Executive Vice President and In-House Counsel with all administrative needs while using discretion to organize and prioritize ongoing department projects.
- Planned and coordinated regular meetings for Board of Directors and Compliance committee by booking conference rooms, preparing agendas, recording minutes, and managing calendar schedules.
- Created content for business proposals, executives' presentations, press releases, and sales bids;
- Prepared licensing applications, annual regulatory reports, and corporate filings.
- Screened phone calls, mail, and messages for Executives and Legal Department.
- Managed client and vendor contracts and prepared documents for execution by an authorized officer.
- Maintained expense reports and invoices, and filed approved statements with accounts payable.

CAMBRIDGE ASSOCIATES, LLC | Arlington, VA

*2007 – 2008*

### **Senior Investment Performance Assistant**

- Compiled data for and assembled 400 client portfolio analysis reports on a quarterly basis.
- Performed heavy data entry, document filing, and general office duties.
- Trained and supervised members of the assistant group, and regularly proofed colleagues' work.
- Coordinated the Department Off-Site Storage Project to house and classify archived reports.

## INTERNSHIP & VOLUNTEER EXPERIENCES

U.S. SOCCER FEDERATION | Carson, CA

*February 2016*

### **Ball Kid Supervisor**

- Trained and monitored Ball Kid Group for a USMNT vs. Canada friendly match.

FARMERS INSURANCE OPEN PGA TOUR (THE CENTURY CLUB) | San Diego, CA

*January 2016*

### **Event Research Volunteer**

- Conducted guest observations in hospitality suites and supported noise control at Torrey Pines Golf Course.
- Administered surveys to volunteers to collect data for a strategic outreach and retention plan.

FILTER MAGAZINE/MULTI MEDIA MARKETING | Los Angeles, CA/Washington, DC

*2006- 2008*

### **Marketing Intern/Field Representative**

- Distributed merchandise and marketing tools to local venues, and created report summaries for clients.
- Pitched and wrote news postings and live show reviews for the magazine's website.
- Managed clients' social media sites and online promotional development.

THE AMERICAN SPECTATOR | Arlington, VA

*Fall 2006*

### **Editorial Intern**

- Performed detail oriented copy-editing of books and articles for a monthly national publication.
- Fulfilled magazine subscriptions on request and assembled mass mailings to subscribers.
- Answered and directed incoming calls for the office's main phone line.

## LICENSES & CERTIFICATIONS

- NOTARY PUBLIC, Commissioned by the California Secretary of State, License expires 08-19-2015.
- PARALEGAL CERTIFICATE, Conferred by The University of California, Irvine, 2013.