

ALEX MORRISON

Executive Assistant

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Alex is passionate about service; she is outgoing, trustworthy, and effective. Alex believes in doing whatever it takes to move the dial forward in support of her clients and team members. Alex is proud to offer her expertise in planning, organizing and problem-solving, with unwavering attention to detail.

COMMUNICATION

Alex's success is supported by her advanced communication skills, and ability to communicate effectively with all levels of an organization. These skills have assisted her in consistently achieving and exceeding expectations in an administrative environment.

ENGAGEMENT

Alex has extensive experience building successful relationships with teammates, partners, and stakeholders in both the public and private sectors. Using strong communication skills, and a natural ability to connect with others, Alex delivers a high level of service excellence that leads to lasting relationships.

ADMINISTRATIVE PROJECT MANAGEMENT

Alex has demonstrated proficiency in leading administrative logistics in a variety of small to medium-sized projects throughout her career. She is consistent and prefers an open dialogue approach. Alex often catches surprises before they happen and has a plan of attack before anyone has asked her, there is not much she doesn't do!

EMPLOYMENT HISTORY

Alex has over 20 years of professional experience:

- Executive Assistant, Elevate Consulting: 2022 – present.
- Executive Support, Delving December 2021-January 2023
- Business Development Manager, Cosmedica Laser Centre June 2015-May 2021
- Bernstein and Gold, Shop Manager
- Philip Nyren's, Women's Wear Manager, Buyer

EDUCATION AND PROFESSIONAL CERTIFICATION

- Fairmont Gold Training
- WestJet Customer Service Certificate
- Level 4 International Sommelier

INTERESTS

Alex enjoys reading, cycling, great food and tracking down that perfect bottle of wine.

