

Jim Morris

5644 Westheimer, Suite 337
Houston, TX 77056
(713) 410-5967
jimmorris1001@yahoo.com

PROFILE

Established professional, innovative, and talented, with over 17 years of management expertise. Results driven leader with broad experience in dealing with various levels of management in the medical, marketing, and sales industries. Capable of a wide range of leadership roles.

AREAS OF EXPERTISE INCLUDE

- Sound decision making abilities, analytical skills, business acuity, maintains ongoing education
- Articulate, diplomatic, persuasive; easily establishes rapport and credibility with people at all levels
- Self-motivated, responsible, thorough; productive in collaborative and independent environments
- Proficient in coaching subordinates for greater productivity and understanding
- Successful approach to problem identification, assessment, resolution, and crisis management
- Demonstrates professional reliability, high level of self-motivation, and the ability to assume increased levels of responsibility, anticipates and meets needs, and achieves outstanding results
- Strategic, methodical and reliable; enjoys the challenge of resolving long-term issues
- Proficient in MS Office
- Core areas of expertise include:

Business Strategy & Execution

Sales Management

Payroll/Tax Returns

Profit and Loss Management

Public Relations/Marketing

Internet Marketing/Web Design

Operations/Employee
Management

Contract Negotiation

Print Media/Desktop Publishing

EXPERIENCE

1992 - 2010 Office Manager/Public Relations, Center for Integrated Medicine, Houston, TX

Directly responsible for managing a private physician/author's office, and administered the dissolution of all aspects of the practice due to the physician's illness. I managed all aspects of her business, which included

- Managing the office
- Sales and marketing
- Managing 12+ employees
- Payroll and Taxes
- Purchasing
- Advertising
 - Print media
 - Trade shows
 - Website maintenance
 - Internet marketing

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EXPERIENCE (cont'd)

- Desktop publishing
 - Mail outs and brochures
- Public relations
 - Magazines, newspapers, TV

MILITARY

1972 - 1975 United States Army

EDUCATION

Washburn University 1986
BS in Business Administration

REFERENCES AVAILABLE UPON REQUEST