

MORGAN HELLYER

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Randolph, NJ

PROJECT MANAGER | ENGAGEMENT MANAGER | CLIENT SERVICE SPECIALIST

Highly organized and detail-oriented professional with extensive experience in project management and client relations. Skilled in leading cross-functional teams, managing multiple implementations, and ensuring client satisfaction and optimal revenue. Adept at utilizing technical expertise to drive project tasks and deliverables. Strong communicator with a proven track record of success in organizing, managing, and executing projects within budget and timeline constraints. Robust network of sport affiliated organizations.

AREAS OF EXPERTISE

Project Management | Client Relationship Management | Coaching | Risk Assessment | Budget Development | Time Management | Agile Methodologies | Communication | Organizational Skills | Team Leadership | Conflict Management | Stakeholder Engagement | Vendor Management | Scheduling | Inventory Management | Project Roadmaps | Risk Management | Cross-Departmental Collaboration | Procurement | Financial Planning Inventory Control | Supply Chain Management

KEY ACCOMPLISHMENTS

- **Increased Client Satisfaction:** Successfully resolved client disputes concerning event logistics within a 24-hour window, maintaining a 95% client satisfaction rating at Metro Exhibits (Event Specialist).
- **Improved Operational Efficiency:** Identified areas for improvement within existing processes and developed strategies to streamline operations at Metro Exhibits (Project Coordinator).
- **Delivered Projects on Time and Within Budget:** Developed and maintained detailed project plans, schedules, and budgets to ensure on-time and on-budget completion at Metro Exhibits (Project Coordinator).
- **Managed Cross-Functional Teams:** Facilitated cross-departmental collaboration to achieve seamless project implementation at Metro Exhibits (Project Coordinator).
- **Developed and Delivered Training Programs:** Created and delivered training programs for new team members, equipping them with event planning strategies and established procedures at Metro Exhibits (Event Specialist).

CAREER EXPERIENCE

Jersey Gemz, Somerset, NJ

15U EYBL Head Coach

Feb 2024 - Present

- Manage team registrations, rosters, and eligibility requirements.
- Market and advertise my players skills to college coaches across every level to obtain scholarships.
- Manage expectations and concerns of parents to ensure players' success.

Metro Exhibits, Pine Brook, NJ

Event Specialist

Oct 2023 - Present

- Resolved client disputes concerning event logistics within a 24-hour window, maintaining a 95% client satisfaction rating.
- Developed and implemented strategic procurement practices to optimize event budgets and ensure cost efficiency.
- Through client relations I was able to lead to additional sales
- Led client meetings to collaboratively define event requirements, ensuring project deliverables aligned with client expectations.
- Managed the execution of multiple events, including:
 - Developing and adhering to event budgets, ensuring all expenses stayed within approved limits.
 - Supervising event set-up and tear-down crews, guaranteeing a smooth and efficient operation.
- Implemented a proactive inventory management system, minimizing stockouts and ensuring event supply availability throughout each event.
- Developed and maintained comprehensive project documentation including:
 - Detailed event expenditure reports for cost transparency and future budget planning.

- o Project timelines with critical milestones to track progress and identify potential delays.
- o Vendor and supply orders with clear specifications and delivery schedules.
- Created and delivered training programs for new team members, equipping them with event planning strategies and established procedures.
- Served as the central point of contact for all event deliveries and vendor pickups, ensuring timely receipt and proper coordination.
- Introduced strategic procurement practices to optimize event budgets and ensure cost efficiency.

Metro Exhibits, Pine Brook, NJ**Project Coordinator****May 2023 - Present**

- Created and maintained detailed project plans, schedules, and budgets to ensure on-time and on-budget completion.
- Reported project progress and updates to key stakeholders, fostering transparency and trust.
- Provided technical guidance throughout the project lifecycle, guaranteeing adherence to standards and delivering high-quality results.
- Implemented inventory control strategies to monitor stock levels, prevent shortages, and reduce unnecessary expenses, leading to enhanced operational efficiency and reduced waste.
- Utilized financial planning and analysis techniques to forecast event expenditures accurately and allocate resources effectively, resulting in improved budget adherence and cost savings.
- Collaborated with cross-functional teams, including finance departments, to analyze project financial data, identify trends, and make informed decisions to improve financial performance and project outcomes.
- Managed competing demands and adapted to frequent changes, delays, or unexpected events to ensure project success.
- Identified areas for improvement within existing processes and developed strategies to streamline operations.
- Engaged with vendors and suppliers to obtain competitive quotes and manage procurement for project materials.
- Coordinated resources across departments, achieving seamless project implementation.
- Communicated effectively with clients, discussing project objectives, requirements, and providing regular progress updates.
- Leveraged expertise in supply chain and inventory management to streamline procurement processes and ensure timely delivery of materials, contributing to project success and client satisfaction..
- Led project team meetings, driving discussions on progress, brainstorming solutions, and establishing action items.

Ridge High School, Basking Ridge, NJ**Head Junior Varsity Basketball Coach****Sept 2022 - Present**

- Fostered team unity and individual growth through positive coaching techniques.
- Organized team events to promote cohesion and collaboration.
- Analyzed opponent statistics to develop effective game strategies.
- Managed inventory and budget for the basketball program.
- Established a culture of respect, discipline, and accountability within the team.

Spectrum Consulting, Morristown, NJ**Behavioral Therapist****Sept 2022 - May 2023**

- Collaborated with families, educators, and professionals to develop individualized treatment plans.
- Conducted assessments and monitored progress towards established goals, adjusting interventions as necessary.
- Stayed abreast of advancements in Autism Spectrum Disorders treatments through continuing education opportunities.
- Conducted functional behavior assessments and consulted with fellow professionals to ensure best practices in working with individuals on the autism spectrum.
- Developed and implemented strategies to cultivate a positive learning environment for clients with behavioral challenges.
- Utilized evidence-based interventions, including behavior modification techniques, to facilitate adaptive behavior change.

Old School Training, Randolph, NJ**Basketball Trainer****Dec 2021 - May 2023**

- Designed and executed individualized training programs targeting skill enhancement for players of all ages.
- Encouraged athletes to set personal goals and take ownership of their development.
- Provided coaching on defensive techniques and collaborated with colleagues to maintain program consistency.

- Employed innovative coaching techniques to motivate players towards skill improvement and personal development.
- Mentored youth basketball teams, emphasizing fundamentals, sportsmanship, and teamwork principles.

Mountainview Middle School, Mendham, NJ

Long Term Physical Education Substitute

Feb 2022 - May 2022

- Collaborated with colleagues to enhance learning experiences through activity planning.
- Ensured a safe learning environment by enforcing school policies and adapting instruction to meet student needs.
- Demonstrated strong communication skills while interacting with students, faculty, and parents.
- Leveraged technology for instructional purposes and research.
- Implemented effective strategies to foster a conducive learning environment.
- Managed classroom dynamics and provided support for up to 30 students in the absence of the regular teacher.
- Supported special education teachers in delivering individualized instruction to students with diverse needs.

Randolph High School, Randolph, NJ

Head Junior Varsity Basketball Coach

Sept 2021 - Mar 2022

- Organized team events and analyzed post-game statistics to enhance team bonding and performance.
- Employed effective communication strategies to motivate players and foster positive relationships.
- Created a supportive learning environment and implemented innovative drills to improve player skills.
- Managed inventory of uniforms, equipment, and supplies for the basketball program.
- Maintained detailed records of player attendance, grades, and disciplinary actions for compliance.
- Represented the basketball program at college fairs and recruiting events to attract potential recruits.
- Engaged parents and guardians to ensure clarity on program objectives and expectations.

Somerset Hills Learning Institute, Bedminster, NJ

Instructional Paraprofessional

Aug 2021 - Mar 2022

- Assisted in the development of individualized education programs to meet diverse learning needs.
- Implemented data collection systems to track student progress and provided support with daily living activities.
- Participated in IEP meetings to review student progress and goals.
- Provided crisis intervention services when necessary, employing de-escalation techniques.
- Engaged families in the development of tailored treatment plans for students.
- Collaborated with educators to plan and deliver curriculum, fostering student engagement.
- Encouraged active participation in classroom activities and discussions.
- Utilized effective communication strategies to interact with students, staff, and families.

Riverhawk Scholars Program, Tahlequah, OK

Student Assistant

Nov 2017 - Dec 2020

- Facilitated workshops and seminars to foster personal and professional development.
- Supported students in developing organizational, time management, and study skills.
- Advocated for students to access available resources and provided guidance on education and career planning.
- Organized files and maintained inventory, demonstrating attention to detail and problem-solving skills.
- Built trusting relationships with mentees, assisting them in setting and achieving educational and career goals.
- Led events to promote decision-making, problem-solving, and critical thinking skills.

EDUCATION

Fairleigh Dickinson University, Florham Park, NJ

Master of Business Administration (M.B.A.) in Sport Management Candidate, May '24

Project Management Institute, Online

Certification in Project Management Candidate, Expected Graduation: November '24

Northeastern State University, Tahlequah, OK, US

Bachelor of Science (B.S.) in Health and Human Performance Minor in Business, May '20