



BC&E_{LLC}

Professional Qualifications

Michele “Mickie” Morgan

Office Administrator and Field Technician

EDUCATION

Red Rock Community College, Woodworking Studies,
2001-2003

Colorado Institute of Art, Interior Design Studies
1999-2000

Georgia State University, Accounting Studies
1995-1996

Metro State College, General Studies, Drafting
1983 – 1986

PROFESSIONAL EXPERIENCE

2017 - Present: BC&E, LLC Santa Ana, California
Administrative Assistant, Field Technician

2011 - 2013: 1st Mortgages, Denver, Colorado
Senior Processor

2000 - 2015: Mara De La Raine, Denver, Colorado
Owner, Designer, Artist

1988 - 2000: US Post Office, Mail Person
Wiss, Janney, Elstner, Assoc. Inc., Admin.Assistant, Field Technician
Construction Management and Technical Services, Admin.Assistant Mgr.
Colorado National Mtg., Senior Loan Processor and Junior Underwriter

Michele “Mickie” Morgan has been part of the BC&E family for the past 16 years. Currently she is our Administrative Support professional and Field Technician in our California office. She excels at all administrative tasks (Microsoft Office Suite including Word, Excel, and Outlook), Adobe Photoshop, and Calyx Software. She continually proves to be she is a chameleon at adapting to the required skills and needs of our varied clientele. As a field technician she has been involved in condition surveys of garages, roofs, interiors, exterior curtain wall and storefront systems, field testing, and surveying.

She brings over 30 years of comprehensive client management and customer service skills from a variety of professions including office establishment and management for an Airport Design Engineering firm. This position required development and implementation of a tracking system for the City and County Building Department for architectural drawings and archive storage along with progressive site visits. She has also been an Administrative Assistant and Field Technician for multiple Consulting Engineering firms on and off for the past 30+ years.

Her previous employment experience of 20+ years of working with mortgage lending and government entities put her on the path of standardizing policies and procedures in the form of an Employee Handbook for her department at multiple mortgage companies. These positions made her highly aware of her own accountability, client expectations and deadlines, and subsequent customer service. She strives to give her best in her assigned role every day.

Mrs. Morgan has a kaleidoscope of interests and talent. She was the artist for Mara De La Raine that produced one of a kind creations of her photography, woodwork, treadle arts, papercrafts, and event cakes. These interests continue to be fueled by her extensive travels.

4 Hutton Centre Dr
Suite 950
Santa Ana, CA
92707

714-884-3111
www.bce-llc.net