

# Morris C Patrick III

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## **Education**

Gallaudet University, Washington, DC

*Master of Public Administration*

GPA 4.0, May 2026

Gallaudet University, Washington, DC

*Government Specializing in Law, Bachelor of Arts Degree*

GPA 3.74, May 2024

## **Work Experiences**

**US Department of Agriculture**, National Organic Program

**Agriculture Marketing Assistant**

1400 Independence Avenue, SW

Room 2642-South, Stop 0268

Washington, D.C. 20250-0268

May 2023-May 2024, Washington, DC

Refined data management and reporting processes by ensuring accuracy in updating and reconciling information across Excel spreadsheets and Word documents. Investigated 20,570 organic operations with suspended or revoked licenses due to violations, such as unauthorized use of chemicals prohibited under the National List. Conducted comprehensive website audits to verify compliance, ensuring that suspended and revoked operations ceased unauthorized use of "organic" claims on their platforms. Prepared reports and program materials for the Standards Division and the Deputy Administrator, enhancing the quality and clarity of deliverables. Improved data tracking systems boost efficiency and maintain precise records.

Optimized administrative workflows by creating templates, managing email correspondence, and providing editorial support for various documents. Maintained organized and accessible electronic and paper filing systems while coordinating the clearance and signature process for administrative documents to streamline approvals.

Supported special projects by conducting research on rulemaking activities and appeals processes, contributing to division reports, summaries, and briefing papers through detailed system searches. Delivered cross-division phone support and addressed inquiries with a customer-focused approach.

Partnered with the Deputy Administrator to revise and update the Organic Food Production Act of 1990 into plain language for greater public accessibility. Leveraged advanced technical expertise in MS Office applications to design forms, generate reports, and ensure timely updates. Applied proficiency in electronic systems to effectively organize and classify incoming documents. Demonstrated comprehensive knowledge of USDA organic regulations and the Organic Food Production Act of 1990 to support operational objectives and compliance efforts.

**Amazon**  
**Warehouse Associate**  
16550 Via Esprillo  
San Diego, CA 92127

June 2021-May 2023, San Diego, CA

As a Warehouse Associate at Amazon, my responsibilities included processing work orders to determine the type and quantity of items customers ordered. Storage location data was obtained to efficiently locate and retrieve items. Orders were fulfilled by accurately picking items, ensuring they met quality standards before packing. All picked and packed items were meticulously recorded in the Amazon database. Maintaining a clean and organized warehouse was essential to promoting efficiency and safety. This role fostered strong attention to detail, organizational skills, and adaptability in a fast-paced environment.

**Antelope Valley College**  
**Data Entry**  
3041 W Ave K  
Lancaster, CA 93536  
January 2020-June 2020, Lancaster, CA

As a Data Entry Specialist at Antelope Valley College, my primary responsibility was to enter data from various sources into the college's computer system for processing and management. This role required me to efficiently manage a significant amount of often sensitive or confidential information, ensuring accuracy and confidentiality at all times. My tasks included verifying data accuracy, updating records, and maintaining data integrity. This position honed my attention to detail, organizational skills, and ability to work independently and efficiently handle large volumes of data.

### **Skills**

Public speaker; proficient in Microsoft Office Suite (Excel, Word, PowerPoint, SharePoint, and Outlook); skilled in creating, analyzing, and reforming policies; email communication; data entry and management; customer service; compliance audits; research and reporting; plain language writing; team collaboration; problem-solving; time management; organizational skills; technical proficiency; data analysis; workflow optimization; policy revision; adaptability; and project coordination.

## **Certifications & Professional Training**

- Human Resources: Protecting Confidentiality – LinkedIn Learning, 2026
- Leadership Ethics – LinkedIn Learning, 2026
- Preventing Harassment in the Workplace – LinkedIn Learning, 2026
- Writing in Plain Language – LinkedIn Learning, 2024
- Project Management Foundations – LinkedIn Learning, 2023
- Microsoft Teams: Working with Files – LinkedIn Learning, 2023
- Word Essential Training (Microsoft 365) – LinkedIn Learning, 2023
- Excel Essential Training (Microsoft 365) – LinkedIn Learning, 2026
- Excel: Power Pivot for Beginners – LinkedIn Learning, 2026
- Typing Certification – 42 WPM, Foothills Adult Education Center, 2024
- Human Resources: Understanding HR Systems Features and Benefits – LinkedIn Learning, 2026

## **Awards**

Dean's List recognition from Gallaudet University from August 2022 to May 2026

United States Department of Agriculture (USDA), Agricultural Marketing Service – National Organic Program Award–May 2024

Recognized for outstanding professionalism, ethical conduct, and excellence in policy writing while serving with the National Organic Program Compliance and Enforcement Division. Contributed to the development of a long-term compliance initiative ensuring regulatory compliance of formerly certified organic operations and successfully completed a significant portion of the project independently.

## **Affiliations**

**Kappa Sigma**, President, Gallaudet University  
May 2023-May 2024

**Rainbow Society**, Secretary, Gallaudet University  
August 2022-May 2023