



MADISON CASEY

ADMINISTRATIVE ASSISTANT

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EDUCATION

- Texas State University

Madison Casey is the Administrative Assistant for Mohr Partners, Inc., working at the firm's Dallas headquarters. In her role, she is responsible for ensuring the smooth operation of the office by managing administrative tasks, coordinating office activities, and supporting staff. She plays a critical role in ensuring workplace productivity and efficiency, as she supports all departments and contributes to a well-functioning business environment.

Madison comes to Mohr Partners from Detail Provisions Co., where she worked as the Customer Service and Office Administrator. In this role, she handled customer calls, maintained a clean and organized office space, and updated training documents for the CEO. She also assisted the warehouse team with organizational projects to ensure the quick and efficient pulling/packaging/shipping of the client's product.

Additionally, Madison has experience as a Senior Account Manager for Investor Machine. In this role, she managed over 60 client accounts, held at least 15 Zoom meetings a week, created mail templates for clients, and helped increase a client's budget from \$20,000 to \$100,000 a month.

She has also worked as an Administrative Assistant for Zero Paralell and as a Freelancer for Elever PR, both in California.

Madison graduated with a Bachelor of Arts in Mass Communication from Texas State University.