



JULIA BIRD

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Summary

Ready to offer exceptional leadership and planning abilities to take on a new role in the Business setting. Demonstrated expertise in cultivating and managing exceptional teams capable of meeting and exceeding demanding targets. Hard-working, multi-tasking worker with outstanding telephone, scheduling and documentation skills. Always willing to contribute positively to any given team. Desires to put fourth best effort in all tasks assigned. Has much Business Management, Technology, and collaboration experience.

Skills

- Marketing and advertising
- Administrative support
- Information Technology
- Performance optimization
- Data analysis
- Strategic planning
- Adobe Creative Cloud
- Digital marketing
- Business planning
- Microsoft Proficient

Experience

- | | |
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| Marketing Intern | 11/2019 - Current |
| Soligent Petaluma, CA | |
| <ul style="list-style-type: none">• Contributed to mock-ups, email campaigns and social media content• Helped with planning and hosting of marketing events• Collaborated with team members to help expand marketing channels• Stayed updated with latest marketing concepts and techniques | |
| Plan Review Coordinator | 02/2019 - 05/2019 |
| 4LEAF, Inc Pleasanton, California | |
| <ul style="list-style-type: none">• Review all incoming plans from the cities and customers• Ensured consistency in quality planning, quality control, quality insurance and quality improvement• Defined and developed policies and procedures for consumer reporting and privacy practices | |
| Beach Server | 04/2016 - 10/2018 |
| Montage Resort Laguna Beach, California | |
| <ul style="list-style-type: none">• Created orders, documented special requests and followed up with kitchen personnel to foster top-quality service and minimize complaints• Enhanced operational efficiency by using slow periods to restock employee and customer supplies, including condiments, utensils, and napkins• Greeted and maintained relationships with regular customers | |
| Camp Counselor | 06/2015 - 08/2018 |
| Nellie Gail Ranch Tennis Club Laguna Hills, California | |
| <ul style="list-style-type: none">• Coordinated and implemented activities• Developed strong working relationships with campers, parents or guardians and other counselors through effective communication and active listening skills• Collaborated with other camp counselors to create atmosphere of fun and learning | |

Education and Training

High School Diploma

Santa Margarita Catholic School | Rancho Santa Margarita

04/2016

Bachelor of Science: Business Management

Sonoma State University | Rohnert Park, CA

04/2020

- Cum laude graduate

Linkedin Profile

- <https://www.linkedin.com/in/julia-bird-bb1b116b/>