**Julie Crabtree**

14450 SW Aynsley Way, Tigard, OR 97224 503-352-9009 (home) 503-956-5583 (cell) julie-crabtree@comcast.net

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Summary**

**Successful writer** with extensive background as an **administrative** professional possessing proven ability to work both independently and collaboratively in the process of creating, marketing and selling multiple pieces of professional writing. Skilled in providing support to executives and hiring entities within a broad range of organizations, including law offices, publishing houses, school districts, and not-for-profits, as evidenced by history of consistent renewals of contracts and rehires.

● Excellent organizational and writing skills with demonstrated ability to create, manage, and execute multi-layered writing projects. Detail-oriented with concrete history of self-motivation and efficiency.

● Work well with a wide variety of managers, administrators and supervisors as evidenced by consistent success delivering requested projects and presentations.

● Exceptional interpersonal skills proven by record of rapid promotion into positions of staff management and human resources, and more recently, a highly successful history of creating and executing workshops and seminars that demand public speaking and interactive group work with a public of diverse backgrounds.

**Professional Experience**

**Successful Author and Public Speaker 2000 to Present**

● Published and award-winning author of two novels and multiple magazine and newspaper pieces, all written, marketed and successfully sold by being highly organized, detail-oriented and self-motivated.

● Travelled nationally and to Europe on book tours, which demanded extensive public speaking, creating and presenting workshops, attending events and interacting with both the general public and a broad and diverse number of managers, hiring entities, school districts, and senior executives.

● As a result of positive reactions received on book tours, hired to work for The Midwest Literary Alliance in 2011.

● Hired as key presenter at a large writing conference (Northern California Writers’ Conference, September 2013).

● Consistent community volunteer activities including volunteer children’s librarian, classroom aid assistance, donating time and books to underserved groups.

**Legal Strategies Group, Emeryville, Ca. 1997-1999**

*Office Manager and Administrator for mid-sized law firm*

● Handled all aspects of human resources, including benefits administration, hiring and termination, organizing firm events, managing relationships with vendors, OSHA compliance, micro and macro budgets, and overseeing payroll, which contributed directly to a high level of office cohesion, efficiency, and extremely low staff turnover.

**Jeffer, Mangels, Butler and Marmaro, LLP, San Francisco, CA 1992-1997**

*Co-manager of large, corporate law firm*

● Though initially hired as administrative assistant, demonstrated ability to take initiative, learn new systems rapidly, and strong interpersonal skills led to consistent promotion through several administrative levels of responsibility, ultimately becoming co-office manager at the firm.

● Handled all aspects of attorney billing, including the production of weekly reports and client communication, managing the database and off-site storage systems for records retention, firm banking, accounts receivable, and event planning.

● With promotion gained many human resources responsibilities including hiring and termination, managing an internship program, OSHA compliance, and extensive involvement in attorney recruiting which contributed to employee development and productivity. Demonstrated ability to handle sensitive material.

● Handled all aspects of a major office space build out, including working with building management and external contractors to update all furniture and fixtures, create ergonomic workspaces, and reduce wasted space while keeping the disruption to the office’s ability to continue work minimal. Build out was completed on time and on budget and disruption to work flow and productivity was minimal.

**Education and Skills**

University of California at Davis, B.A., English

MTI Business College, Sacramento, Ca., Certificated Paralegal

Experienced with Microsoft Office Applications (Word, Outlook, PowerPoint, Excel)

Spanish Language Intermediate Efficiency

**Publications and Awards**

. Publications include: Books: *The Crepe Makers' Bond* (Milkweed Editions, 2011) *Discovering Pig Magic* (Milkweed Editions, 2008) Magazines: American Library Association's *Knowledge Quest Magazine*, February 2009 *Greenprints* magazine, Winter 2008 *Motherverse* magazine, Winter 2006, Issue 3, *Highlights for Children Magazine*, Sept 2005, *The San Francisco Chronicle Magazine*, September 25th, 2005. Awards include The Milkweed Prize for Children’s Literature (2009) and Book Expo America’s coveted Top 26 list (2011)