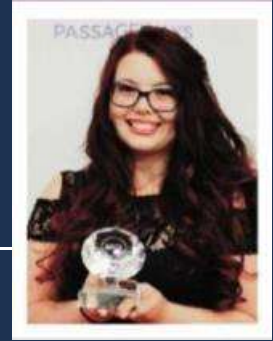




Julia  
Devine

HR ADMINISTRATIVE ASSISTANT / INTRANET SPECIALIST



321-408-0895

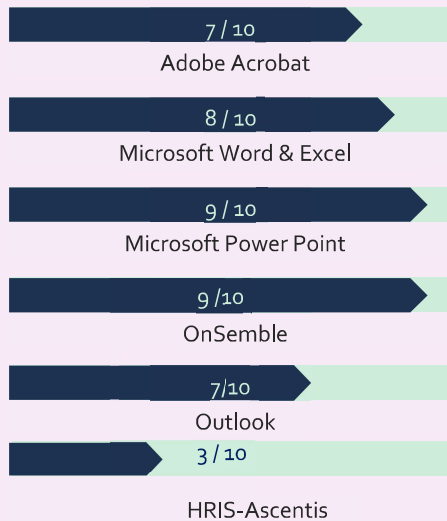


JuliaEdevine@yahoo.com



[LinkedIn](#)

## SKILLS



## AWARDS

### Passageways, OnSemble

2018 Illumination Award

### Chair of our United Way Company Campaign

2018 Award of Distinction

2019 & 2020 Super Star Award

2021 Chairman's Award

## ABOUT ME

*Highly motivated individual proven to challenge myself and adapt to any situation that comes my way to assist my team and organization in continuous success.*

## EDUCATION

### Full Stack Developer

University of Central Florida  
April 2023

Developing skills in HTML, JAVA Script, Visual Studios, Insomnia, CSS, and many others.

### Bachelors Degree in Business, focus in Project Management

Southern New Hampshire University  
2020

### Associates Degree in General Education

Southern New Hampshire University  
2017

## EXPERIENCE

### Human Resources Administrative Assistant / Intranet Specialist

Community Credit Union, Rockledge FL, 2019 - November 30, 2022

Support the organizational development team, create procedures for cross training, assist with companywide events and special projects.

- Run our internal internet, update home page design, banners, announcements etc.
- Create Helpdesks and forms for departments & assign designated users
- Coordinate team Calendar and record meeting minutes
- Maintain Human Resources records
- Train new hires during orientation
- Pull reports and configure pivot tables for leadership team

## COMMUNITY SERVICE

### **Chair of CCU Community Involvement:**

Lead committee in community projects. 2018-2021

### **Chair of CCU United Way Campaign:**

Lead the company's annual campaign. 2018-2022

### **VFW Volunteer:**

Create flyers and organize special events.

### **Keep Brevard Beautiful:**

Volunteer cleaning up the beach, 3 awards for keeping the community clean.

### **STEM Volunteer:**

After school program promoting math and science teaching children.

### **Wuestoff Hospital Volunteer Assistant**

Performed clerical duties such as scanning, faxing, filing, emailing etc. to employees and clients as requested. (Accounts Payable Department)

### **Tutoring after School**

Assist with homework and study for tests  
Create fun ways to learn  
Judge elementary school science fair.

## WORK HISTORY

### **Community Credit Union, Rockledge FL**

*File Clerk, September 2017-April 2019*

- Assist other departments as assigned with special tasks (Marketing, Electronic Payments, Accounting, Commercial Services, Member Service Center, Training)
- Routine tasks like data entry, organization, cross referencing, scanning, copying and retrieval.
- Keep information confidential and sort according getting documents to appropriate employee

*Teller, May 2017-September 2017*

- Examined checks deposited, making sure they had been correctly written out and dated.
- Issued personal Money Orders and Cashier's Checks, accepted orders and payments for U.S. Savings Bonds, and processed cash advances.

### **Northland Federal Credit Union**

*Member Service Representative, January 2016-March 2017*

- Tactfully recommended bank products that met a customer's precise needs.
- Processed checking and savings deposits, verified cash and endorsements, substantiated proper identification for cash back, and issued receipts of deposits.
- Shredded confidential documentation, as needed.
- Completed all given tasks on time to legal requirements and negotiated deadlines.
- Accepted and processed loan payments.
- Applying with disclosure requirements, regulations, and consumer privacy policies

### **Euphoria Salon & Spa, NY**

*Salon Coordinator, August 2015-November 2015*

- Effectively communicated salon sales, promotions, and services options with clients.
- Executed daily operational tasks, day-to-day goals, and priorities assigned by management.

### **Select Mediation, Orlando FL**

*Legal Assistant, February 2013-July 2015*

- Schedule, coordinate and support mediations and conferences of the attorneys
- Assist Office Manager with recording files, collection of unpaid invoices and mail daily notices
- Prepare legal documents and drafts that include notices, invoices, cancellations, confirmations and fee agreements.