

# Julia Kirk

---



720-627-9462



Julia.g.kirk@gmail.com



Boulder, CO, 80305



Linkedin.com/juliagkirk

## EDUCATION

Bachelor of Science / Information Science

- Minor in Creative Technology and Design
- Dean's List

University of Colorado at Boulder  
2021– Exp 2025

## EXPERTISE

Languages:

- Python
- C++
- JS
- HTML
- CSS

Hard Skills:

- Microsoft Suite
- Adobe Suite
- GitHub
- Tableau

Soft Skills:

- Collaboration
- Problem Solving
- Creative

## SUMMARY STATEMENT

Third year Information Science student at CU Boulder with experience in programming, analytics, and data visualizations. Knowledgeable about concepts such as UX/UI design, statistics, and programming. You can count on me to be organized, reliable, and to perform tasks such as perform data analysis, information retrieval, and writing code to access a variety of data types and draw data driven conclusions.

## EXPERIENCE

Receptionist /University Memorial Center

*Boulder, CO / April 2022 - Present*

Aimed to greet customers, answer questions and be support for the building.

- Accounted for keys for the building, ID visitors, log keys into excel and hand out key cards.
- Greeted visitors of the university, answered questions, directed visitors around the campus.
- Provided customer service for visitors by walking them to designations, provided maps, answering phone calls, and answered questions visitors have.

Special Services Associate/ The Home Depot

*Broomfield, CO / May 2021- Aug 2023*

Aimed to work to provide support for customers and other associates with issues, check customers out and assist with online order placing and pickup.

- Provided support and solutions to customers with issues while delivering customer service to 200+ customers a day.
- Mentored new employees to ensure they had a smooth transition into their new role.
- Committed to maintaining a positive and welcoming in-store environment while contributing to team success through collaboration and communication.

Security Guard/ University Memorial Center

*Boulder, CO / May 2023- Present*

Aimed to provide a safe and welcoming environment for university guests by maintaining a safe environment for patrons.

- Oversaw events of 500+ people with an event team.
- Responded to emergencies and worked with police, EMTs and more to address ongoing situations.
- Ensured building was safe and had no ongoing issues by walking the building every hour to check for issues and establish presence in the building.