

Julie Marie Dyer

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Atlanta, GA

EXPERIENCE

DigitalCrafts, Atlanta GA

Full Stack Web Developer Student - February 2017 - May 2017

- Sixteen week intensive, full-time immersive web development course.
- Topics covered include HTML5, CSS3, JavaScript, jQuery, PostgreSQL, Node.js, Python, Express, React and Redux.
- Daily procedure includes responsive site development, efficient code design, and key principles such as version control and analytical thinking for problem solving.

United States Senate, Washington DC

Administrative Director, Senator David Vitter - January 2012 - January 2017

Executive Assistant, Senator David Vitter - August 2010 - January 2012

- Responsible for shaping the Senator's schedule in the state to maximize positive exposure to press, constituents, and policy stakeholders in Louisiana.
- Monitor issues of interest in Louisiana and politics as pertaining to short and long term strategic goals.
- Cultivate long term relationships with elected officials, business leaders and civic leaders in order to coordinate appearances around the state.
- Perform additional duties including drafting correspondence, preparing Town Hall Meeting mailings, and assigning and compiling preparation materials for the Senator prior to each meeting.
- Manage all office accounts and budgets, including payroll and office expenditures.
- Work with the Senate Chief Council for Employment to ensure office complies with all Employment laws.
- Provide personnel support to office, including maintenance of employee personnel files, orientation of new staff, assisting staff with administrative and travel procedures, maintain and monitor employee leave schedules and time sheets and act as Office Emergency Coordinator.

Staff Assistant, Senator David Vitter - June 2008 - August 2010

- Tour Coordinator for constituents traveling to Washington. Developed a new and more efficient system of organization for tour requests.
- Answer and monitor all incoming calls for the Senator and staff. Greet visitors and coordinate appointment arrivals. Perform other administrative or legislative support duties as assigned.
- Assist the Executive Assistant with meeting request correspondence and organization.

Romney for President, Boston MA

Tier 1 Surrogate Scheduler - July 2012 - November 2012

- Took a leave of absence from the Senate to work on Governor Romney's Presidential run in Boston.
- Maintained all scheduling logistics for surrogate Governors, Members of Congress and celebrities for events on behalf of Governor Romney and Congressman Ryan.
- Worked closely with Political, Communications and Finance departments in fulfilling their desired requests for Surrogates.
- Planned and executed the VIP box seating for the Republican National Committee Convention.

EDUCATION

The University of Georgia, Athens GA

- Bachelor of Science in Psychology, May 2008
- Cumulative GPA: 3.97, Summa Cum Laude