

Julianne Given

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EXPERIENCE

Administrative Assistant, Greenberg Construction (Nov 2019 - Present)

- Answer phones and help direct with walk-ins
- Support of estimating and preconstruction
- Track bid and proposal opportunities
- Send out and deliver bid invitations to subcontractors and material suppliers
- Obtain, post and distribute drawings and bid documents to subcontractors
- Assist in assembling and editing project proposals and marketing and business development efforts
- Project coordination, accounting and HR support

Travel Consultant Supervisor, Brigham Young University (Jan 2014 - Jun 2019)

- Supervised a staff of seven part-time employees; schedule hours, assign tasks, provide training, and run regular meetings
- Serve as an expert resource for other staff and senior management on computer programs and office tasks
- Proactively identified and completed special projects to provide efficiency for everyday assignments
- Maintained confidentiality of sensitive information and ensure all staff adheres to policy
- Consolidated office supply storage, procurement, and disbursement procedure and policies
- Representative for my company for Office Professionals Association Conference (OPAC). Promoted networking opportunities and individual and professional growth

Travel Agent & Visa Coordinator, Church of Jesus Christ of Latter-day Saints (Apr 2012 – Jan 2014)

- Supported 1000+ missionaries by obtaining visas and generating travel plans for over 75 countries
- Used Amadeus, excel, and various travel programs to prepare and deliver travel itineraries
- Ensure validity and accuracy of all office records
- Acted as a liaison between The Church and Consulates throughout the United States to obtain visas
- Balanced complex array of time-sensitive demands while achieving long-term goals and priorities

EDUCATION

Brigham Young University – BS, Geography: Travel and Tourism Emphasis (Aug 2012)
Online ESL Certification (Jun 2019)

VOLUNTEER WORK

Recreational Leader, Provo City, UT and Los Alamitos, CA

- Organized and led field trips, craft events and sports activities for 50+ children and the community
- Advertised and helped lead city events, organized gym hours, and officiated and coached youth volleyball

Service Program Participant, Revive Service Tours in Fiji

- Assisted in the renovation of the school library, built a footpath and showers, extended the roof, cleaned the health center and teachers room, painted the school and taught art, geography, health and English in the classrooms.
- Planned and executed a variety of recreational activities for 80+ children and adults

Tutor, Project Read in Provo City

- Formed and implemented weekly lesson plans in reading, writing, and speech to improve adult literacy and helped teach English.

Missionary, Leeds England (April 2008 - November 2009)

- Worked 12 hours a day, 7 days a week, teaching moral and ethical values to families for 18 months.