

Julie A. Garrett
Lafayette, CO 80026

Administrative professional possessing a strong drive and dedication with over 20 years in a deadline driven and fast paced office environment. Outstanding organizational and communication skills both written and verbal. Strong skills in collaboration and problem solving. Insightful self-starter who enjoys learning new skills and creating efficiency.

PROFESSIONAL EXPERIENCE

Executive Assistant, Compass Consulting Engineers PC, Forensic Engineering Firm,
10875 Dover St, Ste 900, Westminster, CO 80021 (05/26 – Present)

Paraprofessional, Boulder Valley School District, Bear Creek Elementary, Boulder, CO
(08/23-04/25)

Office Administrator, Ponderosa Associates, Ltd., Forensic Engineering Consulting Firm,
Lafayette, CO (05/00-01/23)

- Provided administrative support to multiple team members
- Utilized Microsoft Office applications and QuickBooks Online
- Managed and completed assigned tasks in a prompt and accurate manner; summarized legal documents; prepped and edited reports; assisted with bookkeeping
- Organized incoming and outgoing digital files
- Assisted with inbound/outbound phone system
- Communicated with clients and vendors, both in-person and electronically
- Ordered and maintained an inventory of office equipment and supplies. Scheduled routine maintenance for equipment and facility.
- Assisted with evidence and site inspections pertaining to firm caseload
- Handled evidence/exemplar intake, storage and relinquishment

Floral Designer, The Clay Pot, Self-employed, Denver, CO (01/99-05/00)

Marketing/Admin Support, Knott Laboratory, Denver, CO (03/98-05/99)

Camp Counselor/Recreation Specialist, Seoul, South Korea (06/96-10/97)

Pharmacy Technician, Kaiser Permanente, Denver, CO (05/88-05/96)

EDUCATION

Bachelor of Arts, Behavioral Science, Minor in Psychology
Metropolitan State College, Denver, CO (1993)

Associate of Applied Science in Fire Science Technology
Red Rocks Community College, Lakewood, CO (2009)

Floral Design Degree
Floraison Academy of Floral Design, Denver, CO (1999)

Leisure Studies (Camp Adventure Counselor on U.S. Military Base)
University of Northern Iowa, Cedar Falls, IA (1996)