

JULIA FUNK

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Administrative Assistant

Highly motivated and well organized assistant who has experience in specific projects dealing with the needs of multimedia companies. Serve as the primary point of contact between management, personnel, clients and residents. Excellent oral and written communications skills, trouble shooting abilities, and maintenance of high levels of confidentiality.

Professional Experience

TV Networks, New York, NY (February 2010)

Worked for temp agency that supplied temps to a multi-floored receptionist positions. While there, answered phone lines, met clients and brought them to meetings. Directed inquires from the public to the correct departments.

Legged Dog, Inc., New York, NY (May 2007-May 2009)

Worked in several positions that were an integral part of a cutting edge technology based production company and artistic multi-studio production facility.

Office Manager

- Provide organizational structure for interoffice communications.
- Organize the specifics of executive special events, travel plans and meetings.
- Organize and oversee all internal meetings.
- Manage purchase, vendor relations, generate equipment tracking records.
- Coordinate and maintain office attendance and annual vacations.

House Manager

- Liaison with all incoming residents.
- Organize all inter-house schedules of residents.
- Field all inquires from prospective residents and residents.
- Managed ticketing service and oversee the transfer of funds for in house productions as well as resident productions.
- Maintain the operational needs of the facility.

Production Manager

- Manage logistics for all 3LD productions and special events including location specific events.
- Create and manage production budget.
- Organize and oversee all internal meetings regarding to the productions.

Computer Skills

Microsoft Word, Excel, Power Point, Internet proficient.

Education

Gene Lang College, New York-BA, 2005