

JULIE BRACKETT

juliebrackett@ymail.com · LinkedIn: Julie Bunton Brackett ·

WORK EXPERIENCE

MAY 2022 – JUNE 2022

BOOKKEEPER, ROBERT HALF FOR SIGNARAMA – ANDERSON

Performed reception duties to busy sign-making business. Updated balances and kept two businesses balanced with QuickbooksOnline, proprietary accounting system, and bank receipts online.

JANUARY 2021 – MAY 2022

GUEST SERVICE ASSOCIATE, COUNTRY INN AND SUITES, ANDERSON

Maintained high quality guest service and front desk operation through a renovation, increasing guest satisfaction scores by 30%.

APRIL 2019 – JANUARY 2021

GUEST SERVICE ASSOCIATE/NIGHT AUDITOR, PARAGON HOTEL COMPANY

Performed all manner of front desk duties to brand new hotel, exceling in guest service and training of new employees. Worked across several properties at behest of company management. Met or exceeded all loyalty programs quotas.

APRIL 2018 – MARCH 2019

CAREGIVER, ROBERT BRACKETT

Provided full-time healthcare and disability assistance to my elderly mother in our home.

AUGUST 2017 – MARCH 2018

RESIDENT SERVICES ASSISTANT MANAGER, CLEMSON LOFTS, CLEMSON

Assisted residents with maintenance issues, planned events, handled mail, rental payments, collections, and eviction notices as necessary.

AUGUST 2016 – AUGUST 2017

GUEST SERVICE ASSOCIATE/NIGHT AUDITOR, HAMPTON INN, CLEMSON

Performed front desk duties to branded hotel, exceling in guest service and training of new employees.

MAY 2013 – AUGUST 2016

ASSISTANT MANAGER, SHOE SHOW, SENECA

MAY 2012 – MAY 2013

ADMINISTRATIVE ASSISTANT, CLEMSON UNIVERSITY, SCHOOL OF COMPUTING

Supported Director of Digital Production Arts MFA program with procurement, travel arrangements, event planning, corporate visitors, admissions applications, and construction projects.

JANUARY 2010 – JANUARY 2013

EXECUTIVE ASSISTANT, AREVA, INC. DEPARTMENT OF GOVERNMENT AFFAIRS

Traveled with CEO and VP of Government Affairs to recruit new members to the company PAC. Worked with outside consultants to redesign publications related to PAC. Communicated with Members of Congress concerning PAC initiatives. Became a Registered Lobbyist.

EDUCATION

DECEMBER 2020

BOOKKEEPING CERTIFICATE, TRI-COUNTY TECHNICAL COLLEGE

DECEMBER 2023, EXPECTED

ASSOCIATE IN ARTS, ACCOUNTING, TRI-COUNTY TECHNICAL COLLEGE

REFERENCES

CHRIS GRACE, FORMER MANAGER, COUNTRY INN AND SUITES, ANDERSON
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