

Julia Leonard
Business Projects Manager
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EDUCATION

Lindenwood University- (B.A., Psychology, May 2014)

PROFESSIONAL EXPERIENCE

EASI•CONSULT, LLC, St. Louis, MO
Business Projects Manager (March 2014 – Present)
Assistant Office Manager (June 2012 – Present)

- Scan, email, and file corporate documents, records, and reports.
- Prepare and file financial documents such as invoices and checks.
- Design of product logos.
- Design of company advertisements, web components, and marketing materials.
- Communicate with clients and consultants to answer questions or explain information.
- Type, format, proofread, and edit documents.
- Maintain filing system.
- Answer user inquiries regarding computer software or hardware operation to resolve problems.

J. OSCAR SCHOOL OF MUSIC, St. Louis, MO
Assistant Office Manager (May 2009– May 2011)

- Provide professional administrative support to clients including document production, presentation design, attending the phone, schedule coordination and scheduling support.
- Format, review and edit client schedules, employee schedules, and practice room schedules.
- Helps oversee teaching staff and staff time management.

TECHNICAL SKILLS

Adobe Master Suite (Photoshop, Illustrator, Dreamweaver), Microsoft Excel, Microsoft PowerPoint, Microsoft Word, HTML 5, and PC and Mac operating systems.