

Julia M. Sauder

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ADMINISTRATIVE EXPERIENCE

Executive Assistant to Building Manager, Chapman Concierge, Morristown, NJ May 2010 - present

- Manage daily documents using both Word and Excel
- Manage a residential building consisting of 35 units
- Responsible for the needs of the residents including dry cleaning, home care, and car services
- Create and manage invoices using Quickbooks, receive and process all deliveries
- Liaison between residents and building management as well as maintenance and vendors
- Run daily checks to ensure integrity of entire building

Executive Assistant to the Vice President of Production, G-III Apparel, New York, N. Y.
Nov. 2006 - Apr. 2007

- Assisted the vice president of production with importing apparel into the U. S. using Outlook
- Liaison with international vendors, issued PO's while maintaining multiple Excel spreadsheets
- Supplied support to design and production teams

Executive Producer's Assistant, Assistant Production Coordinator, Production Secretary,
Production Assistant, New York, N. Y., Los Angeles, C. A. Sept. 2001 - Oct. 2006

- Assisted Producers, Unit Production Manager, Production Supervisor and Production Coordinator of both independent and major studio films with their day to day duties while supervising other staff and maintaining a smooth running office according to the high standards of the industry
- Responsible for crew and actor contracts while also being a liaison with many vendors
- Arranged various and extensive travel, both domestic and international, coordinated mass distributions of various paperwork and important documents via Word and Excel

Veterinarian Technician, Morristown Animal Hospital, Morristown, N. J. Oct. 2007 - Oct. 2008

- Assisted in routine check ups, surgery and emergency procedures
- Created varied Word documents for both staff and clients
- Managed animal ward and kennel, ensured animals were fed and medicated according to veterinary standards and individual health needs
- Responsible for inventory and stocking the hospital including: food, medications, medical supplies
- Cleaned entire hospital daily, responsible for final lock up

OTHER RELEVANT EXPERIENCE

Server and Expedite, Hot Rods Real Pit BBQ, Wharton, N. J. May 2007 - present

- Implement working knowledge of customer service skills while ensuring a relaxed atmosphere
- Responsible for clients' food and drink order in a fast paced environment
- Daily maintenance and cleaning of dining room, server wait stations and kitchen
- Supervise inventory and stock supplies

SKILLS/ CERTIFICATION

Windows XP, Vista and Mac operating systems, Microsoft Office, Internet Explorer, Quickbooks, FileMakerPro, Dropbox, Microsoft Streets & Trips, Building Link, animal phlebotomy, photography, writing, German language

EDUCATION

New York University, Tisch School of the Arts, New York, N. Y. BFA 1999
Film/Television/Radio Production
School of Visual Arts, New York, NY, 1999
Continuing Education

REFERENCES

References available upon request