

JuliAnne Sells

juliannejoelle@gmail.com ↔ 424-330-4353 ↔ Vancouver, WA ↔ USAF Veteran
<https://juliannejoelle.wixsite.com/home>



OBJECTIVE

Motivated professional seeking a transition into marketing, leveraging a strong background in operations management, client communications, and team coordination.

EXPERIENCE

CORE Response — *Admin Coordinator, Multiple Roles*

February 2021 - June 2022

Global crisis response organization

Regional Administrative Coordinator

- Cultivated relationships with community-based organizations (CBOs) and partners to support crisis response initiatives.
- Directed Southern CA operations reorganization and oversaw the migration of SharePoint systems for 200+ employees.
- Streamlined response workflows and coordinated operational efforts during the Omicron surge.
- Developed and maintained operational master documents to streamline communication and task execution.

Client Communications Team - Operations Supervisor

- Directed customer outreach initiatives, improving engagement through phone and canvassing efforts.
- Aligned team operations with evolving federal and state guidelines, ensuring compliance and effective communication.
- Implemented data-driven improvements to medical record-keeping and complaint resolution protocols.

Program Associate

- Facilitated large-scale vaccination operations by evaluating patient qualifications and optimizing appointment scheduling.
- Monitored daily outreach performance and provided actionable insights to improve processes.

Ugo — *Restaurant Manager*

April 2019 - January 2020

Neighborhood homestyle Italian restaurant located in Culver City.

Managed two locations-Culver City and Santa Monica

- Managed daily operations, vendor relationships, and staff training across two restaurant locations.
- Designed standard operating procedures to enhance service efficiency and consistency.
- Led team education programs to maintain service excellence and operational effectiveness.

United States Air Force — *Language Analyst*

September 2009 - September 2014

5 year United States Active Duty Military Service

- Produced actionable intelligence reports by analyzing and translating foreign communications.
- Directed critical projects requiring meticulous attention to detail and tight deadlines.
- Collaborated with interdisciplinary teams to achieve mission objectives.

EDUCATION

Portland State University

June 2024 - Current

Environmental Engineering - BS

East Los Angeles College

June 2020 - June 2024

Business Admin - AS, Mathematics - AS

Defense Language Institute, (DLI/FLC)

November 2009 - April 2011

Korean Studies, AAS

CERTIFICATIONS

HubSpot Content Marketing Certification

HubSpot Email Marketing Certification

Google Analytics for Beginners

Google Ads Search Certification

SEMrush SEO Fundamentals

SKILLS & CORE COMPETENCIES

Campaign Coordination

Digital Marketing Tools (HubSpot, Google Analytics)

Content Development & Scheduling

Vendor & Partner Relations

Workflow Optimization

Data Analysis & Reporting

Cross-Functional Collaboration

CRM Management (SharePoint)

Email Marketing & Automation

Marketing Metrics & Reporting

AWARDS & ACHIEVEMENTS

AETC CDR Award - Top Graduate

Cryptologic Intelligence Training

Goodfellow Air Force Base

Language Award of Excellence

Korean Language Training

Presidio of Monterey

Honor Graduate

Air Force Basic Training

Lackland Air Force Base