JULIE BILBREY

OBJECTIVE

A team player with an extensive working knowledge of marketing and management, I seek opportunities to utilize my existing skills while developing both personal and professional growth through new learning opportunities.

EXPERIENCE

1992–Present (Self-employed) *Bilbrey Business Services* *Shell, WY*

- Design of print and digital promotion and ad copy materials: newsletters, brochures, flyers, catalogs, directories, business cards, camera-ready advertisements, and Web site development to include page layout and design
- A/P, A/R, payroll, inventory, financial statements, budgets, pro-rate, IFTA fuel/mileage and quarterly reports
- Programming (Sawtooth) marketing research and public opinion surveys and ensuring integrity of collected data
- Business setup (business plans, capability statements, grant-writing, employee training and mentoring)
- Secretarial services, bookkeeping, data entry, transcription/dictation

Customers and/or Part-time positions held:

Administrative Services Director, *Bighorn Basin Geoscience Center*, Shell, WY (2006-present)

Treasurer-elect/Board member, *Greybull Area Chamber of Commerce*, Greybull, WY (2005-Present)

Bookkeeper, *B & L Traub, Inc.*, Sheridan, WY & *Traub Trucking*, Broadus, MT (1995-Present)

Office Consultant, *Independent Organic Inspectors Association*, Broadus, MT (1993-Present)

Bookkeeper, *Southeastern Industries*, Broadus, MT (1993-Present)

AmeriCorps VISTA, *Big Brothers Big Sisters of Northwest Wyoming*, Worland, WY (2007-2008)

Proofreader, *Big Horn County Newspapers, Inc.*, Greybull, Basin and Lovell, WY (2004-2005)

Treasurer-elect/Leader, *Big Horn County 4-H Leaders' Council*, Basin, WY (2003-2005)

Dispatcher, *Powder River County Sheriff's Department*, Broadus, MT (1997-1998)

Legal Secretary, *Powder River County Attorney*, Broadus, MT (1997-1998)

Substitute Teacher, *Powder River County District Schools*, Broadus, MT (1993-1998)

Full-time positions held:

Business Manager/Field Director, *Waller Hall Research, LLC/Wyoming Call Center, LLC*, Greybull, WY (2005-present)

Farm/Ranch, *Mobley Land, Inc.*, Olive, MT (1978-1984; 1990-1993)

Crop Insurance Underwriter, *Rain and Hail Insurance Service Inc.*, Spokane, WA (1987-1988)

Bookkeeper, *JE Williams Trucking*, Billings, MT (1986-1987)

Office Assistant/Secretary, *Computer Expertise*, Billings, MT (1986)

EDUCATION

1985-1986	MSU-Billings (accounting major)	Billings, MT
1984-1985	National College of Business	Rapid City, SD

INTERESTS

I enjoy family time ~ horseback vacations, fishing, skiing, snowmobiling, working with horses, reading, writing, exploring, and assisting on the ranch and with the development of our children and youth-in-care.

REFERENCES

Sue Anderson, Executive Director • *Greybull Area Chamber of Commerce* • Greybull, WY • (307) 765-2100
Steve Helburn, Owner • *Bear Creek Ranch* • Shell, WY • (307) 765-2900
Jade Smith, Advertising Director • *Big Horn County Newspapers, Inc.* • Greybull, WY • (307) 765-4485
Cliff Manuel, Chairman • *Bighorn Basin GeoScience Center* • Shell, WY • (307) 765-2259

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