

julia danis

SKILLS & TOOLS

Ingenuity
Diligence
Collaborative
Strategic
Restorative
WordPress
Wix
Plann
MailChimp
Salesforce
Premiere
InDesign
Illustrator
Photoshop
Photography
Microsoft Office

EDUCATION

James Madison University
B.S. Media Arts & Design | Integrated
Advertising & Corporate Communication
Minor in Women's and Gender Studies

CONTACT

 juliamdanis@gmail.com

 upon request

 juliadanis.com

WORK EXPERIENCE

MARKETING COORDINATOR

SK+I Architecture | April 2022-Present

- Coordinates company events with administrative team and principals, including client happy hours, company picnics, and holiday parties
- Coordinates project photoshoots with professional photographers and other project team members upon project completion
- Manages website using WordPress and spearheads website redesign and user experience updates
- Designs and manages marketing collateral to include proposals, presentations, company newsletters, jobsite signage
- Works with Office Administrator to formalize onboarding processes to improve employee experience

MARKETING COORDINATOR

Bognet Construction | January 2019-April 2022

- Counsels project management and field teams and works within specific jobsite needs to provide signage, coordinate on-site events, and curate customer gifts to earn repeat business
- Responsible for managing all aspects related to pursuit development such as proposal creation, graphic design, writing and editing of narratives, schedule management, interview presentation preparation and processes, and pursuit closeout
- Tracks leads, manages contacts, and analyzes project data in Salesforce
- Led the development of CSR plan, base building and multifamily department materials, and rebranding of company-wide safety plan
- Established style guide, branding guide, and social media calendar for Marketing department

ACCOUNT COORDINATOR & EXECUTIVE ASSISTANT TO CEO

300Brand | July 2018-December 2018

- Prepared presentations, statements of work, and planned events—most notably, fundraisers & cricket matches for government CIOs and congressmen—on behalf of the CEO
- Provided event support, including managing registrations; attendee and sponsor outreach; and overall event logistics support
- Utilized Salesforce and Marketo to reach key audiences for various 300Brand client events

SOCIAL MEDIA AND MARKETING INTERN

University of North Carolina School of the Arts | Jun 2017-July 2017

- Planned, organized, and executed events for 200 students for the summer intensives program, including vendor management, attendee tracking, and event photography
- Created graphics for social media and print marketing materials