

Julia Michelle Boykin

404-335-8883

jmichelleboykin@hotmail.com

Profile Summary

- 20+ years' Experience as Executive Administrator and Business Consultant - - Problem Resolution Abilities -
- Able to Prioritize and Multi-Tasks - - Committed to Project Goal Completion - - Works Effectively with People -
- Excellent Communication and Presentation Skills - - Skilled in Building Network Systems and Teams -
- Highly Organized and Detail Oriented - - Skilled at Coordinating, Planning and Supporting Daily Operations -
- Overall Team Player - - *Julia Michelle Boykin, She Gets the Job Done* -

Skills and Certification Summary

MS Word, MS PowerPoint, MS Excel, MS Publisher
Quicken, QuickBooks,
Vectorworks

IATSE Apprenticeship (Int'l Alliance of Theatrical Stage Employees)
Production Assistance (Utah Film Commission)
Certified QuickBooks ProAdvisor

ETC ION Board Beginner
Follow Spotlight Operator

FEMA-Public Assistant Program Certification
Certified Massage Therapist

Education

Salt Lake Community College
Film / Theatrical Stagehand

Georgia State University, Atlanta, Georgia
Bachelor of Managerial Sciences, BBA

Atlanta School of Massage, Atlanta, Georgia
Certified Massage Therapist- *Specializing in Neuromuscular and Sports Massage*

Work Experience

BUSINESS CONSULTANT

Assisted various small business owners in establishing business, marketing and financial plans.

Kan Express Trucking - Corporate Environmental Risk Management, LLC

ADMINISTRATOR / BOOKKEEPER

Managed personnel, scheduling, bookkeeping, office and administrative tasks.

Advanced Power & Energy - Brown Tree Service - Ridgetop Ventures - Trust Company Bank

BUSINESS DEPARTMENT HEAD INSTRUCTOR

Developed and taught business curriculum for two major massage schools in the Atlanta area. I trained students and other business instructors as I headed the business departments for these schools.

Atlanta School of Massage - New Life Institute School of Massage

ENTREPRENEUR

Owned and developed Construction Company, Talent Development School, Therapeutic Massage Center, Wellness Consulting Company, Business Consulting Service and a Bookkeeping Service.

International Massage Centers, Inc - Children of Sophistication Moving Onward - Boykin Construction Company

FILM / THEATER

ETC ION Board Beginner, Spotlight Operator, Down Rigger, Electrician, Wardrobe, Stitcher, Assistant Stage Manager

Broadway Tours i.e. Wicked, The Lion King – Film Projects i.e. Funny or Die – Ballet West – Repertory Dance Theater, SLC

Affiliations

IATSE Union Member

Utah Women in Film and Television