

# JULIANNE LIS

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📍 SALT LAKE CITY, UT

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## EDUCATION

Salt Lake City Community College | August 2020 - December 2021

Associates of Applied Sciences - Interior Design  
Academic Achievement Award, 2021-2022 Continuing Student

Westminster College | 2010-2014

Bachelors of Arts - Communications  
Focused Disciplines - Professional Writing and Marketing

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## EXPERIENCE

Freelance Production Assistant (Wardrobe Assistant and Set Dresser)

February 2025-Present

- Assisted stylists with clothing and accessory inventory for following shoot days
- Readied looks and prepared models
- Itemized products to ensure they would make it back to company headquarters
- Created a number of set decorations by hand
- Packed and tracked items to guarantee safe arrival to set
- Aided in placing set decorations
- Reset locations post-shoot

Freelance Set Designer and Production Manager

July 2025-August 2025 (production period)

- Created mood boards and buying lists to verify preferred look would be achieved
- Procured and utilized set decorations based on client and director's vision
- Made edits as director needed during filming
- Dressed and reset locations, including private residences assuring no damages occurred
- Managed all props used by six actors
- Managed three production assistants and their set tasks from catering to grip/electric assistance

Susannah Holmberg Studios

Senior Designer, October 2023-February 2025

Junior Designer, October 2021-October 2023

- Project managed during presentation, construction and install phases of 10+ high-end residential projects including both renovations and new builds
- Developed design concepts by creating detailed drawings using AutoCAD, and renderings using Photoshop and SketchUp
- Sourced furniture, lighting, soft and hard finishes based on aesthetic and client needs
- Client facing communications clearly detailing concepts, change-orders, and scheduling of appointments and meetings
- Communications with architects, contractors, and sub contractors
- Managed design assistant, office administrator, and procurement and operations lead with use of ASANA
- Collaborated with purchaser to ensure products were ordered correctly and lead times fit within project timeline
- Created internal systems to ensure smooth and timely execution of tasks

The Stockist

Lead Merchandiser/Assistant Manager, January 2020-August 2021

Assistant Manager, September 2019-January 2020

Floor Associate, November 2018-September 2019

- Created cohesion between different areas of the store through styling
- Drew interest to slow moving and new products by regularly changing displays
- Selected and purchased new display fixtures
- Implemented organizational systems for back and front of house
- Retained clientele by forming and maintaining a good rapport with customers
- Met monthly sales goals by learning and sharing knowledge of products and brands with team members

## EXPERIENCE

### Brass Smoothies

Assistant Manager/Instagram Manager, May 2019-August 2021

Team Member, October 2018-May 2019

- Assisted in managing team members to ensure quality and consistency of product and service
- Assisted in ordering produce, products, and supplies
- Created monthly employee schedule
- Styled and photographed products and menu items to highlight on Instagram feed and story

### Wynbi

Account & Marketing Manager, June 2017-June 2018

Operations Manager, December 2016-June 2017

- Tested usability and designed new changes for website
- Provided assistance to website users
- Constructed marketing emails and deliverables by collaborating on content and format with account executive
- Created graphics and researched content for social media
- Established consistent online presence by scheduling posts on all social platforms

### Performance Matters (TEMP)

Office Manager, September 2016-December 2016

- Answered incoming phone calls and redirected to appropriate colleague
- Planned and executed in-house events
- Inventoried and ordered office supplies
- Shipped company materials to clients
- Welcomed guests and clients

### Rye

Hostess, June 2014-September 2016

- Greeted incoming guests
- Kept servers sections balanced throughout the shift to ensure best customer experience
- Answered phones; took reservations, to-go order, and answered questions
- Assisted servers with pre-service duties and customer care during service

### Giovale Library

Circulation Assistant, August 2011-May 2014

- Assisted faculty, staff, and students in finding and using library resources
- Organized materials
- Answered phones; reserved study spaces and materials, answered questions
- Completed daily tasks within team