

JULIA LEWANDOWSKI

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Resourceful Administrative and Marketing Assistant with proven success in office management, marketing material creation, and CRM database support. Skilled in Canva design, Microsoft Office Suite, social media management, and event coordination. Experienced in preparing marketing collateral, analyzing outreach efforts, and supporting cross-functional teams remotely. Committed to delivering creative, organized, and detail-driven support for dynamic real estate and service-based organizations.

TECHNICAL SKILLS

- Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Google Suite (Sheets, gmail, Docs, Slides, Forms, Drive)
- CRM Platforms: NeonCRM, Tessitura
- Adobe Acrobat DC
- Canva (Marketing Materials and Photo Editing)
- Adobe Premiere and iMovie (video editing)

CORE SKILLS

- Marketing Material Creation (Canva, Microsoft Office, Adobe)
- CRM Management (NeonCRM, Tessitura)
- Social Media Management (LinkedIn, Facebook)
- Document Preparation and Editing
- Event Coordination and Tradeshow Support
- Scheduling & Calendar Management
- Data Reporting and Research (Google Suite, Excel)
- Customer Relationship Management
- Strong Written and Verbal Communication

EDUCATION

University of Wisconsin - Parkside	Magna Cum Laude
Post-Baccalaureate - Music - Jazz Studies; Nominated for Outstanding Graduate Award	3.7
University of Wisconsin - Milwaukee	Cum Laude
Journalism, Advertising, and Media Studies; Digital Arts and Culture Certificate	3.6
Music Minor	

RELEVANT EXPERIENCE

Chicago Cultural Alliance <i>Membership and Development Intern</i>	Chicago, Il.
<ul style="list-style-type: none">• Created donor marketing materials and managed communications reaching 6,000+ contacts.• Scheduled meetings and coordinated events using Microsoft 365 and Calend.ly.• Managed CRM (NeonCRM) database for donor tracking and reporting.• Assisted in drafting and executing marketing strategies for fundraising campaigns.	Feb. 2021 - June 2021
UW - Parkside <i>Music Department Assistant</i>	Kenosha, Wis.
<ul style="list-style-type: none">• Designed training materials and administrative guidelines for internal programs.• Scheduled and managed rehearsal spaces; coordinated materials for public-facing events.• Supported fundraising initiatives and managed event logistics and promotions.	Sept. 2023 - May 2024
Chicago Cultural Alliance <i>Membership and Development Intern</i>	Chicago, Il.
<ul style="list-style-type: none">• Managed donor records in NeonCRM and scheduled appointments in Microsoft 365 and Calend.ly• Assisted in program logistics and fundraising research.• Drafted donor communications reaching over 6,000 people.	Feb. 2021 - June 2021
The American Theatre Guild. <i>Advertising Associate</i>	Kansas City, Mo.
<ul style="list-style-type: none">• Managed advertising expenses, vendor communications, and marketing material edits.• Edited and distributed TV/radio commercials for Broadway show campaigns.• Prepared invoices and expense reports in Microsoft Excel and Adobe Acrobat.	Oct. 2021 - Sept. 2022
Sharon Lynne Wilson Center for the Arts <i>Marketing Assistant</i>	Brookfield, Wis.
<ul style="list-style-type: none">• Created marketing collateral (flyers, brochures) and managed social media campaigns.• Increased social media engagement by 46.5% for Education and Visual Arts departments.• Supported CRM database management and cross-promotional partner outreach.	August 2019 – May 2020