

# Julie Turek

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## Objective

I am a project manager with experience and excellent knowledge of project handling, life cycle and overall success. I am seeking a new position where I can continue to grow professionally and facilitate significant change.

## Education

**Webster University, St. Louis, MO**

**January 2012 – December 2014**

BA, Advertising & Marketing Communications  
Minor, Professional Writing  
(Magna Cum Laude)

## Experience

**Project Manager, Spectrum Enterprise**

**December 2017 – Present**

- Use my organization and planning skills to manage tasks effectively and complete projects as expected
- Use my analytical abilities, team building and motivation skills help organize resources, work under tight deadlines, manage simultaneously occurring tasks and shifting priorities, control project change and generate maximum team performance
- Help resolve project conflicts, identify resource requirements and align the project team on project scope
- Observe existing project management practices and propose improvements for process efficiency
- Ensure projects are effectively planned and well-organized

**Associate Project Manager, Spectrum Enterprise**

**May 2017 – December 2017**

- Performed a myriad of administrative tasks, including communicating project information to stakeholders, designing templates, creating presentations, reviewing and editing project deliverables and maintaining the project information repository.
- Helped resolve project conflicts, identified resource requirements and aligned the project team on project scope.
- Observed existing project management practices and proposed improvements for process efficiency.
- Ensured projects are effectively planned and well-organized.

**Operational Product Management Team Coordinator, Joyce Meyer Ministries**

**May 2016 – May 2017**

- Coordinated projects, processes, team members, vendors and technologies required of the Operations Division
- Coordinated the implementation, integration, training, upgrades, and ongoing projects for operational technologies, including the ministry's ERP, mail processing and phone systems
- Acted as a point person in Operations for the Project Management Office to coordinate ministry-wide system upgrades
- Created and coordinated deploy/release plans for system updates by considering user testing and internal resource needs, along with vendor management and communication

- Developed flowcharts for Operational and Information Technology processes to better aid internal users and document for historical purposes
- Fostered a collaborative environment by facilitating meetings, creating notes, tracking action items and getting support from management and departments for Operations initiatives
- Organized the Operational Product Management Team (OPMT) and vendors to ensure they're clear on due dates and follow-up items. And worked with the project coordinators in the PMO to ensure projects reach completion and OPMT is aware of deadlines and expectations
- Communicated effectively and timely to the appropriate team(s)
- Understood, contributed to and communicated how system upgrades will affect Operations
- Assisted with system setups and troubleshooting as needed

**Donor Data Specialist, Joyce Meyer Ministries**

**February 2015 – May 2016**

- Assisted in producing meaningful output to do statistical data and trend analysis through the maintenance and set up of the ministry's ERP system, Studio Enterprise (SE). Also performed data querying and data validation functions
- Created source codes within the system to monitor donor response and track for development purposes
- Acted as system administrator and product specialist, completing global changes in SE to better aid in operational business processes. Solved problems relating to system bugs and provided solutions to users
- Coordinated meetings, tracked action items followed up on deliverables, solved system problems and provided viable solutions to identified gaps

**Marketing Intern, Joyce Meyer Ministries**

**August 2014 – January 2015**

- Analyzed audience growth and retention rates in response to direct mail and television media by designing relevant and informative reports
- Tracked the ministry's audience reach and gain using Google Analytics, Facebook Insights and Quantcast
- Created a demographic report and developed a new set of personas that helped the department make large-scale decisions regarding marketing plans and messaging

**Account Coordinator Intern, ESM Marketing STL**

**May 2014 – August 2014**

- Helped develop creative strategies for potential clients to earn new business, while also researching for other accounts
- Compiled media lists for St. Louis, Mo; Louisville, Ky; Omaha, Ne and other demographic markets across the United States
- Wrote blog posts for the MSW website

**Business Manager, *The Journal News Source* for Webster University**

**May 2013 – August 2014**

- Ensured *The Journal* maintained an active and desirable presence on the Webster University campus through advertising and marketing, while continuing to seek opportunities to sell advertisements
- Served as the main contact for four national clients
- Managed the advertising and marketing managers through regular follow up on assigned tasks, while coordinating marketing projects. Increased overall advertising revenue by 46 percent from the previous year

**Editorial Intern, Joyce Meyer Ministries**

**June 2012 – August 2014**

Assisted writers and editor to develop copy and proofread projects. Created innovative ads, copy and other articles for print mediums as assigned.

## **Skills**

### **Software & Programs**

- Microsoft Office (Visio, Word, OneNote, Excel, etc.)
- Microsoft Project
- JIRA (Atlassian)
- Clarity (CA PPM)
- PC and Mac platforms
- Adobe Creative Suite
- CisionPoint
- LiquidPlanner
- Google Analytics
- Studio Enterprise

### **Language**

Spanish (intermediate)

### **Certifications**

Certified Associate in Project Management (CAPM)

## **Honors & Memberships**

### **Honors**

- Dean's List, Webster University (Spring 2012 - Fall 2014)
- School of Communications Honor Award (2014 & 2015)
- Dean's List, St. Louis Community College (Fall 2011)

### **Memberships**

- Project Management Institute – St. Louis Chapter
- Tau Sigma National Honor Society, Webster University
- Omicron Delta Kappa, Webster University