

JULIE LYNN CROWGEY

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OBJECTIVE

I am seeking a position in event planning, marketing, and sales that has growth potential and will utilize my training and experience in event planning and hospitality business.

EDUCATION

Michigan State University East Lansing, MI

Major: Hospitality Business

GPA: 3.9/4.0, *Magna Cum Laude*

Continuing education in meeting planning sharing sessions (MSAE), Associations 101 (MSAE), Academy of Association Management (MSAE), Dreamweaver CS3 Levels 1 and 2, Introduction to MSU Accounting Practices, Fundamentals of Web Development, Conference Planning Made Easy, Access Database Design, Access 2007 Level 1 & 2, and completed training tutorial on Human Subject Research Protections.

EXPERIENCE

October 2006 – Present

Families and Communities Together (FACT) Coalition

East Lansing, MI

Administrative Assistant

- Plan, organize, and manage events, conferences, and workshops in support of staff, executive committee, grant review panel, grant forum and advisory board.
- Perform Web site maintenance using Dreamweaver MX 2004.
- Oversee production of quarterly FACT Forum Newsletter and FACT Annual Report.
- Create, assemble, and market promotional materials.
- Represent FACT Coalition at conferences and workshops.
- Arrange travel, including overnight accommodations.
- Manage Access database and Excel spreadsheets.
- Monitor grants program for impact assessment and reporting requirements.
- Answer questions from faculty, staff, students, and the public about the FACT Coalition.
- Supervise student help for specific tasks.
- Discuss, plan, and assist in determining conference room details, food and beverage menus, audio-visual needs, and other unit services in order to provide optimal service.
- Conduct research related to grant program, presented at the 7th Annual Hawaii International Conference on Social Sciences, May 2008.

March 2005 – November 2006

Michigan Society of Association Executives

East Lansing, MI

Meeting Planning Assistant

- Oversaw the planning, coordination, and setup of association events ranging in size from five to 450 people, including annual conventions, legislative conferences, and award ceremonies.
- Assisted in association certification preparation programs, including Certified Association Executive (CAE) and Certified Meeting Professional (CMP).
- Facilitated coordination of Executive Leadership Program.
- Participated in accounting procedures related to meeting registrations and other financial procedures.
- Assisted president with executive searches.
- Performed Web site updates and launched email invitations.
- Managed Annual Convention silent auction.
- Prepared speaker contracts.

September 2003 – June 2006

G.G. Messenger M.D., P.L.L.C

Lansing, MI

Medical Biller/Transcriptionist

- Participated in organization of office activities for staff of 30.
- Carried out daily coding and billing of patient charts in Mysis (medical database).
- Transcribed physician dictations at 65 wpm.

May 2003 – October 2003 (Internship)

The Inn at Bay Harbor

Petoskey, MI

Event Coordinator

- Planned and coordinated client events.
- Directed and assisted staff of six in setup and breakdown of events.
- Prepared employee schedules and payroll for staff of 30.

May 2002 – October 2002 (Internship)

The Inn at Bay Harbor

Petoskey, MI

Assistant Food and Beverage Outlet Manager

- Assisted in running four food outlets.
- Prepared server schedules and server payroll for staff of 30.
- Conducted ordering for and inventory of Café and Cabana Bar.

TECHINCAL SKILLS

- Proficient in Microsoft Word, Excel, and PowerPoint
- Familiar with Microsoft Access and Publisher
- Experience in IMIS and FileMaker Pro database entry
- Perform basic Web site updates using Dreamweaver
- Create promotional material using Microsoft Publisher

AWARDS/ACTIVITIES

- Volunteer, Michigan Chapter Meeting Professional International, 2007 - Present
- Member, MSU Meeting Planners Educational Association, 2006-Present
- Participant, India Study Abroad International Lodging and Development Program Summer 2004
- Treasurer, Professional Convention Management Association MSU Chapter 2003-2004
- Supervisor, Hospitality Business Les Gourmet 2004
- Recipient, Alice S. Marriott Endowed Hospitality Business Scholarship, 2004
- Participant, Starwood Externship December 2003
- Certified Professional Food Manager 2003
- Volunteer, Hospitality Business Les Gourmet 2003
- Volunteer, Hospitality Business Career Expo XXIV 2002