

Julie Philibotte

Administrative Assistant Seeking Work in Denver

Denver, CO 80210

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- Over 30 years of experience providing attentive, efficient, and empathetic customer service and administrative support to clients across the transportation, insurance, banking, and commercial real estate industries.
- Skilled in handling inquiries, resolving issues, learning quickly, and maintaining positive relationships with clients, colleagues, and stakeholders of all ages and backgrounds, including high-end and Fortune 500 clients.
- Proficient in MS Office (Word, Excel, Outlook, PowerPoint) as well as data entry and database management.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Customer Service Representative

CL Noonan Container Service - West Bridgewater, MA

May 2019 to August 2023

- Provided customer service to hundreds of clients with accounts payable/receivable and container logistics, balancing record keeping, clerical, documentation, and scheduling tasks with a high level of attention to detail.
- Facilitated office logistics and coordinated schedules to meet deadlines and drive efficient office operations.

Administrative Assistant

Independent Contractor/Consultant - Fall River, MA

January 2014 to May 2019

- Provided administrative support via staffing agencies, including the Whirlpool Corporation from 2017 to 2019.
- Oversaw agencies' bookkeeping and financial reporting; coordinated meetings, travel, and office logistics; and managed files, records, and client data to ensure accuracy and accessibility for entire teams.

Administrative Assistant, Commercial Real Estate

Vector Property Services - Denver, CO

September 2011 to November 2013

- Provided administrative support to Asset Manager and Executive Property Manager of commercial office properties, supporting 200+ clients and creating a custom tracking project and ticket management program.

- Managed tenant customer service responsibilities, including all building communications, rent collection, special work request scheduling, move-in and move-out supervision, and tenant event coordination.
- Independently produced monthly financial reports, assisted with annual budget preparation, and prepared confidential lease documentation while managing sensitive property, tenant, and vendor files.

Administrative Assistant, Commercial Real Estate

Transwestern Commercial Properties - Denver, CO

July 2009 to September 2011

- Provided administrative support to Asset Manager and Executive Property Manager of commercial office properties, supporting 200+ clients and creating a custom tracking project and ticket management program.
- Managed tenant customer service responsibilities, including all building communications, rent collection, special work request scheduling, move-in and move-out supervision, and tenant event coordination.
- Independently produced monthly financial reports, assisted with annual budget preparation, and prepared confidential lease documentation while managing sensitive property, tenant, and vendor files.

Licensed P&C Insurance Producer / Customer Service Representative

STATE FARM INSURANCE-FINANCIAL SERVICES AGCY - Laconia, NH

March 2001 to June 2009

- Marketed and sold P&C Insurance policies for multiple carriers, renewing policies for existing clients and providing custom policies for new clients resulting in a consistent cash flow for the Agent (Merwin Enterprises Insurance Company).
- Provided administration and front office support, balancing many tasks in a fast-paced environment.

Executive Assistant/Office Manager

California Investors, Inc. - Denver, CO

June 1992 to February 2000

- Supported high-end commercial real estate developers, coordinating with attorneys, external firms, and high-profile tenants to complete multi-million-dollar property transactions.
- Processed documentation for partnerships and corporations containing confidential financial information.
- Established and implemented front office procedures, managing a clerical staff of five employees.

Education

General Studies

Metropolitan State College - Denver, CO

General Studies

Arapahoe Community College - Denver, CO

Skills

- Vendor management
- Accounts Receivable

- Property Management
- Account Management
- Administrative Experience
- Insurance Sales
- Bookkeeping
- Accounts Payable
- QuickBooks
- Event Planning
- Microsoft Outlook

Certifications and Licenses

P&C Insurance Producer

June 2002 to June 2010

Licensed to sell property and casualty insurance policies in the State of New Hampshire.

Additional Information

Recently relocated to Denver, CO and seeking opportunities in the Denver Metropolitan Area.