

Justina Fatland

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Education

Metropolitan State University of Denver, Spring 2017

Bachelor of Arts Degree: Business Management

Minor: Public Relations

Soft Skills

- ◆ Attention to detail, assertive, adaptability, ability to work well under pressure, professional and positive attitude

Technical Skills

- ◆ Proficient in Microsoft Word, Excel, Power Point, Adobe, QuickBooks, Hootsuite, AP Style, blog writing, research, news release writing, legal compliance and Smartsheet

Certification

- ◆ Notary Public for the State of Colorado

Work Experience

Sinton Instruments, Operations Coordinator

03/17 - Present

- ◆ Responsible for receiving and processing orders, timesheets, overlooking daily operations and point of contact for vendors and customers, maintain tracking systems, booking events, scheduling, administrative tasks

Mansfield Energy, Operations Specialist

12/16 - 04/17

- ◆ Responsible for initial client contact, billing in a timely and accurate manner, and effective problem solving

Lodestar Tax and Accounting, Executive Assistant

11/09 – 12/16

- ◆ Responsible for hiring, payroll, and data entry using QuickBooks

Self-employed, Nanny and Care Giver

02/12 - 01/17

- ◆ Responsible for providing safe and quality care for children

March of Dimes

10/12 - 11/16

- ◆ Responsible for developing and implementing a PR campaign to drive 2% increase in donations on Colorado Gives Day (Dec. 6, 2016) through social media, traditional and non-traditional media outlets

Post-Telegraph Event Journalism

05/15 - 10/16

- ◆ Published six articles including The Chocolate Exhibit for the Museum of Nature and Science and Spring Fling for Metropolitan State University of Denver

Internship Experience

World Wildlife Foundation -

09/16 - 01/16

- ◆ Strategizing and incorporating Snapchat and Instagram and engaging followers through social media to drive business growth
- ◆ Created an event plan and cost analysis for a \$10,000 fundraising banquet; attracted 100 attendees and raised \$20,000 in donations from the event