

JULIE HERLIHY

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EMPLOYMENT HISTORY

June 2013 - Present

Cambridge, MA

Consensus Building Institute

Project Support Coordinator

- Plan project meetings, events, and workshops in widely varying contexts from start to finish
- Craft stakeholder outreach plans and copy to ensure diverse and ample attendance for events
- Help create processes where all stakeholders feel they are heard
- Keep track of hours and budgets on projects that can span from short weeks to years
- Research background information for upcoming and current projects and provide internal briefs
- Manage and maintain documentation of lessons learned, tools, and other knowledge management
- Work with senior staff to write and submit detailed project proposals

Feb. 2011 - May 2013

Cambridge, MA

Coresecure, Inc.

Office Manager / Accounting and Project Assistant

- Coordinated with clients, vendors, and web development team to keep projects on task and on time
- Managed large vendor, client, and expense databases to track transactions and projects
- Updated web content for clients and tested web forms
- Format and proofread documents, create visual aids for meetings, and update shared files

Sep. 2008 - Jan. 2011

Chestnut Hill, MA

Allergy and Asthma Center of Massachusetts

Administrative Assistant

- Managed thousands of patient files and stored medical histories
- Carefully and accurately transcribed dictations, proofread, and forwarded to physicians
- Communicated with patients about their questions and concerns

June 2010 - Aug. 2010

Boston, MA

Dollars & Sense

Editorial Intern

Mar. 2010 - May 2010

Geneva, Switzerland

International Federation of University Women

Advocacy Intern

May 2008 - July 2008

Chicago, IL

Grassroots Campaigns

Field Manager

EDUCATION

Boston University

Bachelor of Arts in International Relations, Jan. 2011

Magna cum laude

ADDITIONAL NOTES

- Adept with Microsoft Office Suite, Google Apps Suite, TurningPoint, Adobe Suite, WordPress, Prezi, Slack, Zoom, WebEx, and social media platforms
- Some experience with BaseCamp, Drupal, and SharePoint