

Julie Crawford

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Highly experienced, loyal, and professional executive and personal assistant or manager with a specialty in travel and event management. I have an array of training, knowledge, and practice across multiple layers of responsibility. I get things done. I come with a well- rounded C-Suite administration that has served my employers well. I believe my resume is a testament to my passion, attention to detail, and solid work ethic, as well as my management and people skills. I am an adaptable person who learns new concepts quickly, and I am excited about applying my talents to a new organization and employer. I am ready and motivated to get back to work after hiatus and can be available for an immediate start. I am also available to work on an hourly basis from my home office.

Work Experience

Personal and Executive Assistant to President and CEO

The Gambrinus Company/Shiner Beers - San Antonio, TX

May 2003 to February 2018

Hand-picked by one of San Antonio's top executives to manage multiple aspects of the day-to-day business for the 6th largest craft brewing company in the United States. Served as the direct liaison for the CEO and managed multi-level correspondence between all company departments, directors, and business properties. Specific duties and accomplishments include:

- Coordinated all primary company events from planning, budgeting execution, and completion.
- Managed all international and domestic private and commercial travel, including private aircraft management and scheduling.
- Requested RFP's with contract negotiation for all vendors regularly.
- Maintained a complexity of calendars, phone traffic, and messaging, including sales meetings, marketing, and agency meetings, board meetings, charitable events, and multiple other miscellaneous requests - all while helping CEO to properly organize the day/week/month to maximize his output.
- Performed research of all kinds, from products to destinations.
- Served as liaison between C-level executives inside and outside the company. Managed and coordinated company meetings in their entirety, provided sales reporting and analysis.
- Provided all executive-assistant duties (personal, financial, philanthropic, etc.) with the highest level of confidentiality. On-call 24/7 as part of my role in the organization.

Line Producer / Production Manager and Assistant to John Walsh

STF Productions - Washington, DC

January 1992 to January 2003

I began working as a corporate travel manager with WTTG Fox Television and America's Most Wanted as their exclusive travel manager and transitioned into television production for my event coordination skillset beginning in transcription and being consistently promoted to coordinator, production manager/line producer.

- Cross country shooting projects.

- Working side-by-side with the production director and coordinators.
- Travel management, including RFP's and arrangements for all production crew and talent.
- The hiring of all production crew.
- Negotiating production crew rates.
- Creating managing and staying within budget; communicating with accounting and executive producers on progress.
- Talent agency communication, casting call arrangements.
- Attending to requirements of top talent, coordination of security for both talent and production.
- Management of multiple locations and location manager(s), production schedule creation, and management.
- Troubleshooting on the spot as necessary.

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- The final paperwork for all crew and budget completion.

VIP Manager

STF Productions - Bethesda, MD

September 2001 to September 2002

- Managed VIP Operations for 40 million-dollar government account, National Institutes of Health
- Call volume monitoring
- High-level meeting management.
- Problem-solving.
- Vendor relations and negotiation.
- Development of business relationships with vendors, agencies, and clients.
- Administration of GSA policies and procedures.

Personal Executive Assistant to Mr. John Walsh

STF Productions

December 1996 to November 2000

- Prepared him for and coordinated meetings and events, including catering and site selection.
- Managed and coordinated all travel arrangements personal and professional.
- Evaluated and responded to mail and made sure his preferences were met for appearances.
- Provided personal assistance in shopping, gift-giving, transportation, make-up and hair, wardrobe selection.
- Remained available by phone 24/7.
- Maintained his schedule in tandem with another person.
- Consistently maintained a very high level of confidentiality and ensured his privacy, and worked with his security team when necessary.

Freelance TV & Film Clients Have Included:

America's Most Wanted, Inc. / 20th Television

Remotes with Mr. John Walsh: Colorado, Georgia, Florida, New York City, North Carolina, South Carolina, Tennessee, Texas, Vancouver

Various Recreations Involving stunts (car crashes, weapon use)

20th Television and Straight Shooter Productions Inc.

"America's Most Wanted, Final Justice" Series Production Manager

XO Communications, Inc. / Waveworks Digital Media Inc.

Line Producer Executive Internal Video

Straight Shooter Productions
Cruise Cuisine, Line Producer, Pilot
Kia Motors / A & R Productions, Inc.
Local Production Manager, Commercial
The Learning Channel
Production Coordinator, " The Plot to Kill Lincoln"

TRAVEL AGENCY MANAGEMENT:

Managing all aspects of agency operations, including negotiation, personnel management, project management, and knowledge, business development, corporate, VIP, and leisure sales, specializing in luxury. Daily reporting, group coordination, and organization.

Travel Manager

STF Productions - Washington, DC
March 1992 to September 1997

- Responsible for the implementation of travel accountability procedures between agency and client. Reconciliation of corporate airline charges.
- Ensure that customer service levels are met.
- Small group meeting "crew" coordination, including RFP's for hotel accommodations regularly.
- Development of business relationships with vendors, agencies, and clients.

Applications:

CRS Systems: SABRE, APOLLO
Microsoft Office Suite

Education

Montgomery College - Rockville, MD
1985

International School of Travel and Tourism - Vienna, VA

Skills

- Event Planning
- Management
- Microsoft Word
- QuickBooks
- Office Management
- Microsoft Office
- VPI and IRI Platforms