

Julia Grav

PROFESSIONAL PROFILE

- Expert marketing and communications skills with effective multi-tasking and time management abilities
- Experience in event planning and fundraising in not-for-profit organizations
- Advanced computer knowledge of website and database management
- Strong communication skills, written and oral
- Experience working in a fast-paced environment with little direction
- Advanced computer knowledge Adobe software including Dreamweaver
- Worked in many different environments as a volunteer leader
- Strong ethical orientation professionally and personally

WORK EXPERIENCE

Instructor

Camosun College, School of Business, Victoria

January 2014-present

- Main topics of instruction are data analysis, MS Office, Adobe Creative Suite, web design, branding and social media marketing.

Entrepreneur

Nov. 2011-present

SupaDesign Inc, Victoria, B.C. <https://supa.ca>

- Focus on socially responsible industries and not-for profit organizations
- Solve website inquiries and tailor websites to suite customers' needs
- Abreast of current and emerging trends related to technology and multimedia

School Website Assistant

Jan. 2013-Jan. 2016

Camosun College, School of Health and Human Services, Victoria, B.C.

- Update design and content of program pages in the School of Health and Human Services
- Target future students with innovative content and imagery
- Arrange meeting with Chairs, Program Leaders and Assistance for feedback and updates
- Meet with alumni to plan and produce short videos about their Camosun experience
- Attend Web Working Group meetings to remain up-to-date on current protocol and design templates

Registrar & Secretariat

May. 2013-August 2013

Epiphany Explorations, First Metropolitan United Church of Canada, Victoria, B.C.

- Coordinator of a major community conference on spirituality in January 2014
- Cultivate relationships with registrants, volunteers and the community of Victoria
- Prepare event reports and statistical analysis
- Develop new communications materials to market the event
- Update website and maintain database of registrants
- Manage volunteer responsibilities and hold volunteer recognition events

English Instructor

. 2010-March 2011

Istanbul Bilgi University & Bilkent University, English Preparatory Program, Ankara & Istanbul, respectively

- Taught English grammar with a focus on language development
- Used multimedia such as power point and video to create context or highlight grammar points

- Organized special computer classes focusing on computer skills and document formatting
- Mentored by teacher trainers and was regularly observed
- Marked standardized exams and objective tests in a confidential and timely manner
- Developed curriculum based on learner outcomes, students' learning styles and blended delivery

Assistant Editor & Administrative Assistant

Sept. 2004-Feb. 2007

Canadian Journal of Mathematics, McGill University

- Editing as needed and complete tracking of all submissions
- Administrative tasks: correspondence, scheduling and preparing for meetings, etc.
- Database administration in Access
- Correspondence with editors and referees through the use of mail mergers
- Extensive knowledge of formatting languages

EDUCATION

Simon Fraser University

Masters of Education in Curriculum and Instruction

Date of graduation: May 2017

Concordia University, Montreal, QC

Bachelors of Arts, with Distinction, Philosophy major

Date of graduation: Dec. 2007

Specialized in social justice with a focus on clarifying moral concepts related to policies, institutions and political spheres

REFERENCES UPON REQUEST