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Julia Javinsky

SKILLS

Exceptional interpersonal skills

Upbeat and friendly

Communication Skills

Conflict Resolution

Prioritize organization

Highly dependable

Meta Business Suite

Canva

EXPERIENCE

Freelance- Marketing Coordinator

May 2024- Present

- Developed and scheduled social media content across platforms using META tools, ensuring consistent brand messaging and audience engagement.
- Designed and produced print advertisements featured in magazines to enhance brand visibility.
- Identified and collaborated with influencers to expand the reach and drive
- Managed and hosted promotional events
- Created, filmed, and edited short-form marketing videos tailored to Instagram and TikTok, boosting audience interaction and retention.
- Created and distributed marketing emails to targeted lists, promoting sales, special offers, and brand updates.
- Conceptualized and executed promotional campaigns to drive customer engagement and increase sales.

Estetica Salon and Spa- Social Media Manager

January 2024-Present

- Developing and executing comprehensive social media strategies to increase brand visibility and engagement.
- Demonstrating expertise in platform selection, content planning, and audience targeting.
- Creating compelling and shareable content across various platforms, including text, images, and multimedia.
- Producing visually appealing graphics and videos to enhance brand personality.
- Implementing community-building initiatives to enhance brand loyalty and customer satisfaction.
- Utilizing analytics tools to track and analyze social media performance.
- Planing and executing successful social media campaigns, achieving specific objectives and KPIs.
- Demonstrating expertise in managing various social media platforms, including but not limited to Facebook, Twitter, Instagram, LinkedIn, and TikTok.
- Staying updated on industry trends and emerging platforms.
- Strong written and verbal communication skills for crafting effective social media copy and engaging with the audience.

Study Abroad Experience- *Rome, Italy*

January 2023-May 2023

- Enhanced my self-awareness skills
- Developed cross-cultural skills
- Experienced cultural immersion and an open mind
- Took on many new and different challenges

The Minikahda Club, *Server/Bartender/Banquet*

Summers of 2021, 2022 and 2023

- Provided exceptional table service to high-profile club members at the poolside, ensuring a premium dining experience.
- Crafted and served alcoholic beverages efficiently, skillfully managing high-volume demand during peak periods.
- Supported banquet operations by rolling silverware, setting tables, and maintaining clean and organized dishware.
- Delivered personalized assistance to club members, proactively addressing their needs to ensure satisfaction and positive experiences.
- Fostered member satisfaction and loyalty through attentive service and a friendly demeanor.
- Gained proficiency in ForeTees software for managing reservations and coordinating member services.

The Face Foundrie, *Receptionist*

May June 2020

- Scheduled and managed appointments for a wide range of services, ensuring optimal staff and resource utilization.
- Coordinated and booked private events, handling all details to ensure seamless execution.
- Processed payments accurately, including cash, credit, and digital transactions, while maintaining confidentiality and professionalism.
- Trained and utilized Zenoti software to manage client profiles, appointments, and billing efficiently.
- Provided a welcoming and professional first impression, greeting clients and addressing inquiries with excellent customer service.
- Maintained an organized front desk by managing phone calls, emails, and walk-in requests effectively.
- Assisted with inventory tracking and restocking, ensuring the front desk and retail areas were well-stocked and organized.
- Role concluded due to the temporary spa closure as a result of the COVID-19 pandemic.

The Local, *Lead Hostess*

January 2018- February 2019

- Greeted and seated guests promptly, ensuring a positive start to their dining experience.
- Managed reservations and effectively coordinated seating arrangements using OpenTable and Tock platforms.
- Organized and booked private parties, collaborating with guests to plan and execute events seamlessly.
- Scheduled and set up interviews for prospective team members, supporting hiring processes.
- Supported dining operations by bussing tables
- Processed take-out orders with accuracy and efficiency, maintaining high standards of customer service.

EDUCATION

University of St. Thomas, St. Paul MN— *Digital Media, Media Design*

September 2020 - May 2024

My field of study was Digital Media with an emphasis on Media Design. My classes revolved around understanding how digital media is used for communication, including social media, online journalism, and digital marketing. Learning how to produce digital content such as videos, animations, and interactive media, exploring the technical aspects of digital media, including programming, digital imaging, and audio production. And analyzing the impact of digital media on culture, society, and communication. I graduated in May 2024 with a Bachelor's Degree in Digital Media with a 3.5 GPA.

Minnetonka High School —Minnetonka, Minnesota

Graduated May 2020

- GPA: 3.6