

Contact

307.765.9319

bilbrey@bilbrey.net

Education

AAS in Applied Management

National American University

Rapid City, SD | 2011

<https://www.linkedin.com/in/juliebilbrey>
<https://bilbrey.net/testimonials>

Skills

- Comparative Analyses, Pivot Tables & Charts
- File Sharing:
*Asana | Google Drive | Dropbox
OneDrive | WeTransfer*
- Content Creation
Canva | Edraw | Picasa | PiZap
- Instant Messenger:
Slack | Facebook | Google Chat | HipChat
- Microsoft Office 365: Word, Excel +
*KuTools, Outlook, PowerPoint, Access,
OneNote, Teams*
- Online Business Reviews:
Bing | Google | TripAdvisor | Yahoo | Yelp
- Print/Digital Advertising Design:
*Adobe Creative Suite: Acrobat, InDesign,
Photoshop*
- Remote / Virtual / Freelance Work
- Resumes | Newsletters | Brochures
Livestock Sale Catalogs
- Search Engine Optimization: *LinkChecker*
- Site Analytics: *Google Analytics
Quantcast | StatCounter*
- Social Media:
*Facebook | LinkedIn | Pinterest
SinglePlatform | X*
- Survey Programming: *Sawtooth/WinCati
Voxco | SPSS Statistics | SurveyMonkey*
- Video Creation: *Clipchamp | YouTube*
- Video Conferencing:
GoTo | Join.me | Skype | Trello | Zoom
- Virtual Office Environments:
Yammer | Sococo
- Website Design/Development:
*Dreamweaver | GoDaddy Website
Builder | HTML/CSS | FileZilla FTP*

Julie Bilbrey



Efficient, detail-oriented, and self-motivated professional with proven expertise in market research (including survey design and analysis), conceptual web design, and accounting. Skilled at leveraging technical resources and applying strong analytical skills to deliver creative marketing and communication solutions. Seeking remote roles to collaborate effectively within teams while excelling independently and thriving in flexible, remote work environments.

Relevant Experience

OWNER

[Bilbrey Business Services](#) | Greybull, WY – Home Office | 1992–Present

- Efficiently deliver graphic and web design, social media management, SEO, analytics, web hosting, and email services using remote tools and the latest technologies
- Demonstrate clear, positive written and verbal communication, ensuring effective collaboration with management, project managers, and both local and remote teams. Skilled at conveying complex information concisely, fostering strong relationships, and supporting successful project outcomes across diverse professional settings
- Consistently recognized for producing high-quality work, maintaining reliability, and meeting deadlines in fast-paced, accuracy-focused environments, with a strong commitment to excellence in every project

REMOTE WEB DESIGNER / WEB HOST / EMAIL MANAGER

[Diamond X Quarter Horses](#) | Casper, WY | 09/2018-Present

[Florida Paradise Properties](#) | Miami, FL | 11/2012-Present

[National Stagecoach Freightwagon Assn.](#) | Greybull, WY | 02/2012-Present

[WY Dept. of Vocational Rehabilitation](#) | Cheyenne, WY | 10/2007-Present

~ *Designing/hosting sites for multiple DVR Business Enterprise Program clients*

[WYO Quarter Horses](#) | Thermopolis, WY | 12/2009-05/2022

~ *Sale/Site featured in Equestrian Nation on RFD-TV twice each year*

MANAGER / OWNER

[Branding Iron Bar](#) | Greybull, WY - Remote | 02/2014-06/2019

- Develop and place print and digital promotions, event marketing materials, building signage, and advertising
- Create and market a variety of documents, including menus, using *Word, Canva, InDesign, and SinglePlatform*
- Design and manage the website, CRM, and social media accounts
- Monitor and respond to online reviews across platforms such as *Bing, Facebook, Google, LinkedIn, Pinterest, TripAdvisor, X, Yahoo, and Yelp*

BUSINESS MANAGER / FIELD DIRECTOR / PROJECT MANAGER

[Waller Hall Research, LLC](#) | Greybull, WY - Remote | 11/2004-3/2015

~ *a subsidiary of The Henne Group | San Francisco, CA*

- Collaborate with senior management across multiple locations and time zones to enhance the effectiveness of the market research team and streamline processes.
- Enter business data into marketing association platforms, coordinate with San Francisco management via VPN, and develop social media content, event marketing materials, signage, and advertising for both print and digital channels
- Provide IT support and develop training presentations for over 30 call center interviewers using *Microsoft Word, PowerPoint, and InDesign*
- Build and maintain *Access* databases, and create comparative analyses and pivot tables in *Excel, Google Sheets, and Edraw*
- Program surveys in *Sawtooth/WinCati* and *SurveyMonkey*; clean, validate, and organize collected data, conduct statistical analysis (*SPSS*) and cross-tabulation, interpret results, and report findings.