

Contact

307.765.9319

billbrey@billbrey.net

Education

AAS in Applied Management

National American University

Rapid City, SD | 2011

Skills

- Comparative Analyses | Pivot Tables & Charts
- File Sharing:
Asana | Google Drive | Citrix | Dropbox | OneDrive
- Content Creation
Canva | Picasa | PiZap | PosterMyWall
- Instant Messenger:
Slack | Facebook | Google Chat | HipChat
- *Microsoft Office Pro 2016/Office 365: Word, Excel + KuTools, Outlook, PowerPoint, Access*
- Online Business Reviews:
Google | TripAdvisor | Yelp
- Print/Digital Advertising Design:
Adobe Creative Suite: Acrobat, Dreamweaver, InDesign, Photoshop
- Remote Access | *TeamViewer*
- Remote / Virtual / Freelance Work
- Resumes | Newsletters | Brochures | Livestock Sale Catalogs
- Search Engine Optimization: *LinkChecker*
- Site Analytics:
Quantcast | StatCounter
Google Analytics/Search Console
- Social Media:
Facebook | Twitter | SinglePlatform
- Video Creation: *YouTube | Movie Maker*
- Video Conferencing:
GoTo | Zoom | Skype | Join.me | Trello
- Virtual Office Environments:
Yammer | Sococo
- Website Design/Development:
Dreamweaver | GoDaddy Website Builder | HTML/CSS | FileZilla FTP

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

Julie Bilbrey



Efficient, detail-oriented, self-motivated professional with proficiency and experience in conceptual web and print design, and adept in leveraging available technical resources and applying analytical skills, seeks a remote position to provide web development or graphic design services for creative marketing and communication. Skilled at team collaboration while working independently and with minimal supervision in remote and flexible office environments.

Relevant Experience

OWNER

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

- Utilizing remote communication tools and regularly adopting new technologies to remotely provide graphic/web design, social media, SEO, site analytics, web hosting and email services
- Demonstrating positive, articulate written and verbal communication skills in situations requiring accurate communication with management, project managers and local or remote teams
- Regularly recognized for delivering high-quality services and meeting deadlines in demanding, accuracy-focused roles

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

- Responsible for development and placement of print and digital promotions, event marketing materials and building signage and advertising
- Used *Word, InDesign* and *SinglePlatform* to create and market multiple menus in print and online
- Tracked and responded to online business reviews in *Facebook, Google, SinglePlatform, TripAdvisor* and *Yelp*
- Designed and hosted website, email and social media accounts

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*

- Collaborated with senior management to ensure team effectiveness, productivity and process improvement through interpersonal communication across different office locations and time zones
- Entered business data in multiple marketing associations and collaborated with senior management in San Francisco via VPN
- Created interviewer training presentations for 30+ employees utilizing *Word, PowerPoint* and *InDesign*
- Built and maintained *Access* databases, *Excel* and *Google Sheets* spreadsheets with comparative analyses and pivot tables, presentations with *Edraw* and *PowerPoint*
- Developed and published social media content, print and digital event marketing materials and building signage/advertising