

## Contact

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(Company)

## Top Skills

Management  
Market Research  
Fundraising

## Languages

English

# Julie Bilbrey

Flexible Professional Open to New Remote Work Opportunities  
Shell, Wyoming, United States

## Summary

On a foundation of Christian values, I am an incredibly detail-oriented team player with extensive working knowledge of business and project management in areas of research/data analytics in a call center environment, graphic/web design, social media marketing, public relations, bookkeeping/payroll and HR/staffing. I seek opportunities to utilize existing skills, but am also willing and able to quickly learn and retain new information.

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## Experience

### Bilbrey Business Services

Owner

January 1992 - Present (30 years 9 months)

Greybull, Wyoming, United States

- Design of print and digital promotional materials and website development to include page design, layout, maintenance and domain hosting, social media, SEO and site analytics
- Bookkeeping, A/P, A/R, payroll, inventory, financial statements, budgets, pro-rate, IFTA fuel/mileage and quarterly reports
- Market research and public opinion surveys
- Business setup (business plans, capability statements, grant-writing, employee training and mentoring)
- Secretarial services, data entry, transcription/dictation, writing/editing, spreadsheet, database, CRM/email management
- Utilizing Windows 10 Pro, AVG Antivirus, Cobian Backup, Toggl time management and TeamViewer remote access
- Software expertise in QuickBooks, eDraw, Adobe Creative Suite (Dreamweaver, Illustrator, InDesign and Photoshop), Sawtooth Sensus, WinCati, Voxco and SurveyMonkey, Microsoft Office Suite (Access, Excel, PowerPoint, Publisher, Word, Teams)

### Tangaro & Company CPAs, PLLC

Staff Accountant

October 2020 - Present (2 years)

Bozeman, Montana, United States

Responsible for ensuring financial books are kept accurately, orderly and complete, preparing and reviewing financial documents, reports, and statements and overseeing accounting procedures while advising on general finance matters, including budgeting and cash flow management techniques. Working under a certified public accountant for supervision of duties, including tax preparation, preparing budgets, and filing paperwork with government agencies.

## NSA

Independent Distributor of JP+

January 1995 - Present (27 years 9 months)

Our family has taken Juice Plus+ since 1995. It is simply the most thoroughly researched whole food nutritional supplement on the market today - entirely backed by science - for when you can't, won't, or don't. Over the years, we've been mindful of the ongoing research. The scientific studies are impressive. Please contact me if you would like to hear my JP+ story.

## Branding Iron Bar, LLC

Co-Owner/Manager

2013 - June 2019 (6 years)

Greybull, Wyoming

- Responsible for maintaining inventory and supplies, multiple enterprise systems and all financial transactions of the business in QuickBooks - A/R, A/P, reconciliations and end-of-year reports for lender and accountant
- Tracked employee time, rates of pay, and tips, calculated and prepared payroll, payroll tax deposits, paychecks, payroll reports, sales tax reports, and all quarterly and end-of-year Federal and State payroll reports
- Applied HR management skills in hiring/firing of 10+ employees, delegating duties, and maintaining/filing employment records
- 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

## Bilbrey Trucking

Co-Owner

January 1996 - December 2016 (21 years)

Shell, Wyoming, United States

- Documented employee time, rates of pay, vacation and expenses
- Calculated and prepared payroll and/or certified payroll for 50+ employees and maintained employee files
- Prepared tax deposits, paychecks, payroll reports, certified payroll reports, 2290, IFTA fuel/mileage reports and processed end-of-year Federal and State payroll reporting
- Worked with freight brokers to procure loads and dispatched trucks
- Provided all needed support to drivers (repairs, advances, weather and road conditions, directions, etc.)

## The Henne Group

Field Director / Business Manager / Project Manager

April 2004 - March 2015 (11 years)

dba Waller Hall Research, Greybull, Wyoming

Waller Hall Research is the Greybull, Wyoming division of The Henne Group, a full-service market and opinion research firm with offices in San Francisco, New York City, and Greybull. With qualitative and quantitative research experience, THG specializes in study design, survey instrument design & data collection.

- Entered business data in multiple marketing associations and collaborated with senior management in San Francisco via VPN
- Created interviewer training presentations and certificates of completion for 30+ employees utilizing Word, PowerPoint and InDesign
- Developed and published social media content, print and digital event marketing materials and building signage/advertising
- Entered all financial transactions at our remote location and collaborated with senior management in San Francisco via VPN
- Recruited, hired, trained and supervised interviewers and facilitated remote project meetings with off-site supervisors
- Designed and maintained Access databases, Excel and Google Sheets spreadsheets with comparative analyses and pivot tables, presentations with Edraw and PowerPoint, and developed applications with Office 365
- Utilized Access to maintain employee and study participant databases
- Programmed market research surveys and performed IT work (cabling)
- Maintained registrations and monitored GSA and state contracting databases for potential research and/or data collection projects
- Qualified, quantified data and assembled reports

## Southeastern Web Services

Partner

2005 - October 2012 (7 years)

Broadus, Montana

Southeastern Web Services provided services for designing web pages and assistance in developing online marketing/advertising and auction strategies.

## Bighorn Basin GeoScience Center

Director of Administrative Services

2006 - 2012 (6 years)

Greybull, Wyoming

Assisted in areas of grant-writing, fund development, and information management.

## Big Brothers Big Sisters

AmeriCorps VISTA

August 2007 - July 2008 (1 year)

Greybull, WY

This assignment with Big Brothers Big Sisters involved matching children with teen and adult volunteers for mentoring purposes and development of an after-school program which drew participation by 30+ students and volunteers.

For successful completion of this term of service with the Corporation for National and Community Service, I earned a Segal Education Award and non-competitive eligibility for federal government positions.

## Greybull Standard

Proofreader

2004 - 2005 (1 year)

Greybull, Wyoming

Responsible for quickly and accurately proofreading printers' proofs, copy, advertisements, etc. in order to detect, mark and correct errors prior to publication of a weekly newspaper.

## Powder River County Attorney

Legal Secretary

January 1996 - January 1998 (2 years 1 month)

Broadus, Montana, United States

Performed secretarial duties utilizing legal terminology, procedures, and documents. Prepared legal documents and correspondence, such as summonses, complaints, motions, and subpoenas.

## Powder River County Sheriff

### Emergency Dispatcher

January 1996 - January 1998 (2 years 1 month)

Broadus, Montana, United States

Received complaints from public concerning crimes and police emergencies. Broadcast orders to police patrol units in vicinity of complaint to investigate. Operated radio, telephone, or computer equipment to receive reports of fires, medical emergencies and 9-1-1 calls, and relayed information or orders to proper officials.

This position also involved some detention officer responsibilities (i.e. camera monitoring, serving of meals, etc.)

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## Powder River County District Schools

### Substitute Teacher

January 1990 - January 1998 (8 years 1 month)

Broadus, Montana, United States

Performed duties that were instructional in nature or delivered direct services to students. Served in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services.

## Mobley Land, Inc.

### Ranch hand

1978 - 1993 (15 years)

Broadus, Montana

Performed general farm/ranch tasks associated with a working cattle ranch with extensive hay and wheat production.

## Rain and Hail Insurance

### Crop Insurance Underwriter

1987 - 1988 (1 year)

Spokane, Washington

Audited crop insurance claims and worked with adjusters for needed corrections.

## JE Williams Trucking

### Bookkeeper

1986 - 1987 (1 year)

Billings, Montana

Responsible for A/R, A/P, reconciling trip envelopes and cash, bookkeeping, and driver support to include address lookups, directions, best routes, road and weather conditions.

### Computer Expertise

Office Assistant

1985 - 1986 (1 year)

Billings, Montana

With a position as Office Assistant, this incredible employer recognized a love of learning in his Girl Friday (me), trained me far above my position, and instilled a continued yearning to learn and utilize multiple software programs.

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## Education

National American University

AAS, Applied Management · (1984 - 2011)

Iowa State University

None, Dinosaur Science · (2009 - 2009)

University of Wyoming

Certificates, Various · (2005 - 2009)

Montana State University Billings

Accounting · (1985 - 1986)