



# JULIE K. ROSS

1 Maple Street  
Asheville, NC 28806  
Phone: (850) 445-2025  
www.juliekross.com  
painting@juliekross.com

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**Overview:** Creative problem solver, skilled in dealing with unforeseen situations in fast paced environments. Years of experience with both new business start-ups as well as established international companies. Strong working knowledge of Microsoft Office: Word, Spreadsheet, Access, Excel, PowerPoint, Outlook, Adobe Photoshop CS4, Adobe Illustrator CS4 and Quickbooks. Educated and trained with an art and design background. Deals well with and relates to all types of people.

## **Relevant Employment History:**

**October 2005 – Current Decorative Painter, Scenic Artist, Graphic Designer; Self Employed Subcontractor, Julie K. Ross, Inc. Asheville, NC**

**October 2005 – Current Scenic Charge; Asheville Lyric Opera Productions, Asheville, NC**

- Works closely with designers to plan design/build execution
- Develops paint techniques to achieve the desired look for the designer's vision
- Orders materials and supplies
- Supervises volunteers and assistants
- Teaches painting techniques to volunteers and assistants

**October 2005 – Current Electrician, Carpenter & Backstage Hand; Diana Wortham Theatre, Asheville, NC**

**January 2011 – August 2011 Office and Logistics Manager; Defiant Marine, Inc.**

- Coordinated international marine salvage operations on multiple continents.
- Secured necessary equipment, regulatory paperwork, and researched international regulations to ensure legal operations.
- Worked with suppliers to ensure dive crews were constantly equipped.
- Responsible for all AP duties.
- When needed, worked independently while team was overseas, effectively acting as the manager in the best interests of the organization.

**February 2011 – August 2011 Office Manager & Graphic Designer; Blue Ridge Distilling Company**

- Independently researched federal regulations for distilling, production and sales
- Initiated applications for federal permits and distilled spirits bonds
- Designed logo and company package

**November 2010 – March 2011 Graphic Designer & Product Consultant; Defiant Marine, Inc.**

- Designed company logo and business package
- Altered design files for marketing products



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- Coordinated marketing products for company branding
- Responsible for quality control

## **August 2006 – December 2010 Office Manager, Shipping Dept. Manager and Customer Service; Watershed, LLC**

- Supervised day to day operations and operations staff
- Responsible for all international orders and military sales
- Dealt with major national retailers (i.e. West Marine, REI, NRS) as well as US Military
- Attended international tradeshows to promote products and sales
- Responsible for AP/AR duties
- Utilized (JIT) warehousing procedures & worked with suppliers to ensure constant flow of supplies while keeping warehouse storage to a minimum.
- Organized production timelines and monitored trends to predict future demand
- Created company shipping procedures and protocol from the ground up
- Trained new personnel in company procedures

## **May 2005 – August 2005 Scenic Charge; Capital Playhouse, Olympia, WA**

## **May 2004, September 2004 – October 2004 Scenic Charge; Flat Rock Playhouse, Flat Rock, NC**

### **Education and Training:**

#### **Bachelors of Arts, Florida State University, 2003**

Bachelor of Arts in Studio Art and Technical Theater (Double Major), 3.72 GPA,  
Dean's List, Honor's Program Graduate, Magna Cum Laude

#### **Other:**

- Advanced Wilderness First Aid, 2002 – Present
- Heart saver CPR Certification, 2002 – Present

#### **Other Experience:**

**Computer Skills:** Competent in Macintosh & PC (Microsoft Office: Word, Spreadsheet, Access, Excel, PowerPoint) Outlook, Adobe Photoshop CS4, Adobe Illustrator CS4, some experience in Adobe InDesign, Quickbooks

**Photography:** Proficient at Black and White photography, film developing, and photo printing

**Sewing:** Skilled in basic sewing and upholstery

***\* References Available Upon Request***