**PROFESSIONAL RESUME OF Julia Biley**

**Administrative Assistant – Mid MN**



*1998 Graduate of Crosby-Ironton High School, Crosby MN*

*1998-1999 Central Lakes College*

*1999-2000 Discipleship Training School (Youth With A Mission)*

 *Amsterdam, Netherlands – Graduation Certificate*

*2000-2004 Target – Department Manager, Baxter MN*

*2010-2017 Christ Community Church- Administrative, Nisswa MN*

*2017-2020 Airtech Heating & Cooling - Office Manager, Brainerd MN*

*2020-2021 Crosslake Veterinary Hospital- Receptionist, Crosslake MN*

*2021-2023 Aquarius Home Services - Dispatcher, Brainerd MN*

*2023-Present Superior Mechanical - Administrative, Pequot Lakes MN*

**CERTIFICATES HELD**

2017 – Present Quick Books Certificate (Central Lakes College)

**ASSOCIATION INVOLVEMENT**

2023 - Present Associated Builders and Contractors ~ Minnesota Chapter

2023 - Present Brainerd Lakes Chamber of Commerce

2023 - Present Builders Association of Minnesota

2023 - Present Mid-Minnesota Builders Association

2023 - Present National Association of Home Builders ~ Minnesota Chapter

**REFERENCES:**

**Ian Misenko**, Ferguson **Nate Haberman**, First Supply

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