

Yasmin Julio



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404-380-0927



730 Virginia Circle, Forest Park, GA 30297

OBJECTIVE

Results-oriented with over ten years of progressively responsible experience in public administration. I have demonstrated proficiency in many aspects of public service including records management, program coordinator, personnel management, and interfacing with professionals of all levels; Aiming to leverage my skills to successfully fill an board member role.

PROFESSIONAL EXPERIENCE

City of Peachtree City, Peachtree City, GA 2021 to Present City Clerk/ Administrative Coordinator

- Develop and coordinate City-wide marketing plan; train and directs assigned employees in the implementation of marketing strategies.
- Interact with current and protective citizens and business to answer questions and address concerns; track and resolve complaints.
- Serve as webmaster for the City's website; oversee the training of departmental web coordinators.
- Respond to calls and questions from news media; schedules interviews and prepare press releases.
- Serve as the official Public Information officer during emergencies and activations of the emergency operations plan.
- Serve as primary coordinator for Open Records/ Freedom of Information Act request and respond to lawsuit discovery inquiries.
- Supervise the operations and staff of the City Clerk's and Public Communication Offices and the provision of customer service.
- Coordinate the City's record management plan among all departments; processes documents for shredding and maintains list of all destroyed documents.
- Coordinate city elections; including candidate qualifying and reporting requirements.
- Prepare and administer the Public Communications and City Clerk's office budget. Assists in the preparation of the Legal, City Manager's and City Council budget.

City of Morrow, Morrow, GA

2012 to 2020

City Clerk/ Records Custodian

Assistant Director of Administration

Permits & Zoning Coordinator/ Planning Technician

- Assistant to the Mayor and Council; analyze and implement policies and procedures; assist in the preparation of the budget for organizational units; respond to and resolve public inquiries and complaints or refer to the appropriate department as necessary.

EDUCATION

Ashford University

San Diego, CA

Degree:

BA- Law Enforcement

Administration

June 2014

KEY SKILLS

- TIME MANAGEMENT
- LEADERSHIP
- PROBLEM SOLVING
- DEPENDABLE
- LOCAL GOVERNMENT BACKGROUND
- CREATIVE PROBLEM SOLVER
- COMMUNITY DEVELOPMENT
- ORGANIZED
- DECISION MAKING
- TEAM PLAYER

SOFTWARE EXPERIENCE

- BS&A SOFTWARE
- LASERFICHE
- MS OFFICE SUITE
- RECORDS MANAGEMENT SYSTEM(RMS)
- GENERAL LEDGER(QS1)

- Coordinate the release of media and public information; maintain contact with various media outlets; update media and public on City or community issues.
- Maintain all official documents of the City including records, minutes, contracts, easements and litigations as well as maintain the official seal of the City; assist in the preparation of ordinances, resolutions, and coordination of all City elections.
- Provide administrative, technical, public relations and organizational support to the City Manager;
- Assist in development of programs and activities to attract and retain businesses for the City; Serve as project manager for a variety of special projects and events; facilitate project activities and resolve problems; develop and submit project reports to the City Manager.
- Confer with City Attorney and City Manager to evaluate and notify Mayor and Council of pending legislation and statutes to implement new policies, procedures or ordinances to ensure compliance with changing regulations.
- Assist the Clerk of Court/Director in managing the operational and administrative activities of the Court/Administration and oversees the performance of the statutory duties of the office.
- Supervision of the clerical staff, as well as frequent interaction with the Judge, Solicitor, other Courts, local Jail and Court staff at all levels, and the public.
- Assist new businesses with development process; provide information on City policies, procedures and zoning ordinances.
- Support the retail, restaurant, commercial, residential and cultural development within the City. Work cooperatively with the managers, and landlords to bring viable businesses to the community; and retain existing businesses.
- Coordinate with the City Manager and Director the development of zoning, nuisance ordinances and code enforcement regulations.

City of Forest Park, Forest Park, GA

2010-2012

Assistant Court Clerk/ Records Clerk

- Locate, retrieve, organize and destroy company records as requested
- Prepare the docket of scheduled cases for court, prepare reports and court forms, such as petitions, motions, and warrants, process court disposition for publication
- Collect fees and other payments or deposits made to the court
- English to Spanish language translation

COMMUNICATION

Maintains a professional relationship and communicates efficiently with Mayor, Council, City Manager, and Department heads, City Attorney, County Commissioners and State Delegation.

LEADERSHIP

Board Chair

-Dunia Collegiate Private School

ACCOMPLISHMENTS

- ESTABLISHED PARTNERSHIP WITH DEPARTMENT OF DEFENSE TO IMPLEMENT COVID-19 TESTING SITE WITHIN CITY LIMITS.
- ASSISTED WITH THE DEVELOPMENT, IMPLEMENTATION AND TROUBLESHOOTING OF NEW CONTRACT TRACKING AND NOTIFICATION SYSTEM.
- SERVED AS KEY CONTRIBUTING MEMBER OF LEADERSHIP TEAM
- DRASTICALLY GREW EVENT ATTENDEE TURNOUT FOR MULTIPLE KEY SIGNATURE EVENTS BY IMPROVING MARKETING METHODS.

LANGUAGES

- SPANISH- PROFICIENT

Assistant Executive Director

-Walking in Authority Teen Council

Graduate

-Georgia Association of Latin Elected Officials (GALEO) Leadership Institute

REFERENCES

Exceptional references available upon request.
