

Julia Mattia

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Experience

Administrative Assistant

May 2024 - Present

DaVita Dialysis

- Oversee updates to confidential patient files in tandem with the Patient Placement System to ensure it reflects current and precise patient data
- Manage inventory procurement and facility maintenance, ensuring smooth operations and high standards of care
- Serve as Modality Choice Lead, counseling patients on dialysis treatment options, guiding informed decision-making
- Coordinate and manage patient transportation logistics, facilitating smooth and timely access to care Ensure a seamless check-in process for patients and caregivers, delivering a welcoming and efficient experience
- Organize team-building activities and celebratory events to foster a positive workplace culture

Administrative Tax Specialist

October 2022 - May 2024

WIPFLI

- Managed CRM, GoFileRoom, Star, and Axxess Tax databases for 5,000+ clients, optimizing tax processes for efficiency and accuracy.
- Independently supported 10-20 associates with administrative tasks, including tax organizer preparation, document formatting, and database management, ensuring seamless tax department operations.
- Processed 10 tax returns daily for mailing distribution, alongside electronic processing through SafeSend directly to clients.
- Proofread and formatted 30 letters weekly in strict accordance with firm protocols, ensuring 100% compliance with industry regulations and internal policies to mitigate potential risks and liabilities.
- Orchestrated client onboarding and associate I-9 filing, ensuring seamless processes and compliance.

Marketing Content Writer/Coordinator

March 2022 - Sept 2022

SERI

- Produced six monthly newsletters for R2 certified recycling facilities spanning 36 countries, leading to a 50% increase in readership and engagement
- Proofread over 10 published articles in the organization's Knowledge Base, enhancing the quality of educational content for recycling facilities seeking R2 certification
- Contributed to the design of six social media graphic templates for SERI's LinkedIn and R2's LinkedIn accounts, used to promote educational resources in the Knowledge Base
- Assisted the head of marketing in executing an effective brand strategy, leading to invitations for the organization's president to speak at four different industry conventions

Proofreader

June 2021 - Jan 2022

JK Design Inc

- Orchestrated project management and organizational tasks using Basecamp for a wide range of projects, spanning from local advertising campaigns to the refinement of a comprehensive 200-page farewell deck for Dr. Paul Stoffels' retirement gift from Johnson & Johnson
- Proofread a variety of creative decks and materials before sharing with external clients and partners to ensure accuracy and professionalism
- Cross-checked internal articles, B2B resources for client distribution, and presentation decks for clients to ensure consistency with the APA Style Guide

Education

B.A. in Advertising, Concentration in Copywriting from Temple University

Skills

Proofreading, Adobe Suite, Microsoft Office, Content Creation, Project Management, Social Media Strategy