

Julie R. Frisard

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PROFESSIONAL EXPERIENCE

Apr 04-Present **Integrated Data Services, Inc.** **El Segundo, CA**
Supervisor Daniel Bondurant **Telephone: 310/ 363-2606**
Business Analyst/ CCaR Software Administrator

- Maintain special architectural platforms and support software tools including databases.
- Provide direct assistance to users at the Space and Missile Center, Los Angeles Air Force Base.
- Monitor and assist in the installation, operation, maintenance, security, data backup and software support of computer systems.
- Take an advisory role in the planning and specification of new computer systems.
- Integrate activities with other IT-related staff.
- Aid in the installation of vendor-supplied and user-developed user software.
- Participate in system performance testing, and research software evaluation.
- Manage user accounts on systems.
- Take an active role in advancing systems performance, functionality, user-friendliness and computer security.

Dec 03-Apr 04 **Cislo & Thomas LLP** **Santa Monica, CA**
Supervisor Daniel M. Cislo, Esq. **Telephone: 310/ 451-0647**
Intellectual Property Administrative Assistant

- Provide administrative support for Intellectual Property Attorneys to include full preparation and timely processing of patent and trademark applications and all legal forms required for domestic and international filings meeting all deadlines.
- Extensive written and verbal communication with clients and foreign intellectual property counsel and agents.
- Investigate and assist in prosecution of infringing uses of patent, trademark and other intellectual property.
- Perform legal research paramount to the unparalleled success of the litigation.

Jan 03-Oct 03 **Department of the Air Force** **Columbus, MS**
Supervisor Rita Williams **Telephone 662/ 434-7096**
Resource Advisor/ Budget Technician

- Served as functional point of contact for day-to-day budget/financial issues. Worked with Senior Management and budget counterparts to obtain, monitor and track the Air Force base funds.
- Formulated budgets, including review and preparation of multi-year budget estimates for over 20 offices. Researched, consolidated, and summarized budgetary data and budget reviews.

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- Provided senior management advice, assistance, and guidance on budgeting and related information (i.e. funding available, effects of budgetary changes, status and use of funds).
- Implemented training program that increased productivity by 50% saving 20 man-hours per month.
- Provided detailed financial documentation on all government expenditures to aid during government auditing, fact-finding, and negotiations.
- Conducted analyses, reviews and special studies of budgets and/or related information.
- Maintained and performed quality checks on budgetary systems, research, prepared and compiled various reports, plans, and schedules to present to Group Commanders. Produced and presented daily budget analysis reports to Wing and Group Commanders essential to the decision making process.

Nov 02-Sep 03 **Piedmont Airlines dba US Airways** **Knoxville, TN**
Supervisor Travis Snyder **Telephone 865/ 342-3311**
Customer Service Officer

- Work closely with Federal Aviation Administration ensuring all employees complied with all rules and regulations concerning airport security.
- Track and update over 3000 daily passenger logs for all flights and ensure all flights had no delays.
- Prepare and present biweekly accident briefings given to executive officers. Information gleaned in briefs used to implement procedures and programs.
- Ensure all customer records are complete and in compliance with Piedmont and FAA rules and regulations.
- Guarantee all customers are boarded on correct flight with correct destination.

Mar 01-Nov 02 **Branch Banking & Trust Company** **Knoxville, TN**
Supervisor Tracey Rucker **Telephone 865/595-1100**
Relationship Banker/ Head Vault Teller

- Managed 8 person team of tellers with largest volume of cash flow in region.
- Complete all FDIC reporting on suspicious and fraudulent activity.
- Reorganized daily operating procedures to operate 25% more efficiently.
- Personally managed security program, which controlled access to restricted areas throughout the bank.
- Responsible for implementing programs and policy based on legal requirements and business demands which ensures bank had proper funding for daily operations.

EDUCATION

2000	Pellissippi State College	Knoxville, TN
A.S., General Studies of Science		
2006 (estimated)	California State University	Carson, CA
B.S. of Business with an option in Finance and		