

Contact

juliannavidal@gmail.com

www.linkedin.com/in/julianna-vidal
(LinkedIn)

Top Skills

Time Management

Computer Literacy

Multitasking

Languages

Spanish (Native or Bilingual)

English (Native or Bilingual)

Julianna Vidal

Experienced Working With Diverse Populations, Looking for New Opportunities.

Houston

Summary

Experienced Pathways and Case Management Advisor with a demonstrated history of working with a diverse population. Extensive experienced working with PeopleSoft Campus Solutions CRM, Microsoft Office 365, and Sharepoint. Strong attention to detail, can anticipate ones needs, extremely organized, strong time management skills, and extremely resourceful. Proven quick learner that can adapt to deadlines and programs. Graduate from the University of Texas with a Bachelors of Arts in Sociology with a minor in Business.

Experience

Smith, Murdaugh, Little & Bonham, LLP

Legal Assistant

August 2021 - April 2022 (9 months)

- Dictating and transcribing Lawyers' audio files and written notes
- Providing administrative support to multiple Lawyers'
- Proofreading and editing document
- Performing general office duties
- Managing records, projects and calendars to assure everything functions smoothly
- Collecting and delivering documents in a timely manner
- Managing the calendar of multiple Lawyers' and making arrangements as necessary
- Answer phone calls, take notes/messages and redirect calls when appropriate
- Effectively communicating with clients, colleagues and partners
- Source and verify important information regarding the Municipal Utility District
- Maintain and update inventories of contact details
- Preparing and disseminating correspondence, memos and forms
- Facilitate the meeting of deadlines by keeping multiple agendas and providing timely reminders
- Document expenses and provide requests to the Bookkeeper

Houston Community College
Advisor Pathways and Case Management
November 2014 - August 2021 (6 years 10 months)
10041 Cash Rd, Stafford, TX 77477

-Working in collaboration with students to identify the appropriate educational and career options, assist with the analysis of each option, including possible outcomes and their implications; establish academic and career goals, and establish an action plan for students to further explore alternative careers and related program adjacency.

-Using the case management principles of advocacy, assessment, and service facilitation to advance the achievement of students goals and link students with appropriate resources throughout the educational continuum and beyond as necessary.

-Monitor caseloads to ensure that students are making adequate progress towards completion of chosen certificate or degree, and use available technology tools to send caseload messages regarding milestone attainment.

-Establish and maintain interdepartmental relationships with all student services and instructional programs.

-Send emails and respond to phone calls in a timely manner.

-Utilize available and appropriate technology to: monitor academic progress of students toward degree and/or certificate completion, identify current and potential academic needs, document ongoing case management activities, and document all pertinent student information and status updates.

-Respond in a timely fashion to proactive “early alerts” of assigned students. Provide information and referrals to students needing services such as: tutoring, testing, career entry, counseling, financial aid, disability services

-Teach students the skills to self-navigate to degree completion utilizing campus information, student on-line system, and campus resources.

Pappas Restaurants, Inc.
Waitress
February 2009 - September 2010 (1 year 8 months)
Serving tables, cashier experience, customer service

Hungrys Cafe Inc

Waitress

2005 - 2007 (2 years)

14714 Memorial Dr, Houston, TX 77079

Serving tables, cashier experience, customer service

Education

The University of Texas at Austin

Sociology, Minor Business Foundations · (2014)