Julie Buruchian

Springfield, PA • 445-227-2011 • juliebee92@gmail.com

PROFESSIONAL SUMMARY

Versatile and dedicated professional with over a decade of experience across specialized family care, administrative support, healthcare assistance, and hospitality. Proven track record of managing household operations, delivering high-quality client care, and coordinating large-scale youth programs. Highly adaptable self-starter with a strong foundation in organizational efficiency, clear communication, and personalized safety management.

EXPERIENCE

Private Nanny, House Cleaner, & Dog Sitter – 2020 – Present

- Provide attentive, specialized childcare as a private nanny, creating safe, engaging, and supportive environments tailored to individual developmental needs.
- Manage residential cleaning contracts, maintaining high standards of sanitation, organization, and detailed household upkeep for recurring clients.
- Deliver reliable, independent pet-sitting and dog-walking services, ensuring strict adherence to dietary schedules, medication regimens, and behavioral guidelines.
- Build strong, trust-based relationships with families through proactive communication, exceptional time management, and complete operational dependability.

Lake Rickabear Girl Scout Camp | Kinnelon, NJ

Office Assistant & Multi-Disciplinary Specialist – 2008 – 2024

- Managed front-office operations, including answering multi-line phone systems, routing communications, faxing documentation, and maintaining an organized work environment.
- Resolved parent and customer concerns promptly, ensuring an excellent service experience and reinforcing camp community guidelines.
- Utilized Microsoft Office Suite to draft internal documentation, track camp schedules, and organize programmatic records.
- Designed, developed, and facilitated diverse recreational and educational programs for large youth groups. • Progressed through multiple leadership and specialized roles, including: Unit Leader, Assistant Unit Leader, Junior Counselor, Counselor-in-Training (CIT), Maple Sugaring Specialist, Nature Specialist, Low Ropes Specialist, and Archery Instructor.

Direct Support Professional – August 2017 – 2019

- Provided high-quality direct care and daily life assistance to adults with developmental disabilities in a residential facility.
- Safely administered prescribed medications and meticulously documented healthcare metrics in compliance with state regulations.
- Supported client independence by assisting with personal hygiene, physical mobility, and balanced meal preparation.
- Coordinated and provided safe transportation for individuals to medical appointments, personal errands, and community inclusion outings.
- Facilitated behavioral plans, reinforcing positive coping strategies to help clients reach personal development goals.

Camp Taylor Campground | Columbia, NJ

Office Assistant – March 2016 – August 2017

- Facilitated customer reservations and handled high-volume guest inquiries over the phone and via email. • Managed daily inventory logs, stocked retail shelves, and ran the electronic point-of-sale (POS) cash register for the campground store.
- Welcomed incoming guests and provided comprehensive, clear instructions regarding site layouts, safety protocols, and local rules.
- Maintained facility cleanliness through light housekeeping duties across retail and reception areas.

Fairview Lake YMCA | Newton, NJ

Outdoor Educator & Senior Trip Leader – March 2013 – March 2016

- Delivered environmental science curriculum and outdoor skills training to students in grades 5–12.
- Instructed specialized classes including Team Building, Stream Ecology, Lake Limnology, Outdoor Survival, Colonial Cooking, Archery, Rifles, and Climbing.

- Planned logistics and led youth groups on 3-to-5-day wilderness adventure trips involving canoeing and backpacking.
- Assisted with essential camp operations, including basic facility maintenance, administrative office work, and cabin hospitality.

Ballester, EID, & Lapatka LLC | NJ
Administrative Office Assistant – 2012

- Independently mastered and implemented a specialized physical filing blueprint system to streamline a complex corporate merger.
- Digitized critical structural records, successfully converting oversized physical blueprints and extensive land surveys into organized digital files.
- Systematized historical corporate documents to enhance cross-departmental data accessibility.

Crystal Springs Resort (Grande Cascades Hotel) | Hamburg, NJ
Hospitality Intern – 2012

- Completed a rigorous 100-hour rotational internship shadowing key luxury hospitality management tracks.
- Gained comprehensive functional knowledge of front desk systems, facility housekeeping, food and beverage logistics, golf course coordination, and resort-level operations management.

EDUCATION

Career Foundation Program | Project Self-Sufficiency
Professional Development Certification – November 2016

Vernon Township High School | Vernon, NJ
High School Diploma

HONORS & CERTIFICATIONS

- **Girl Scout Gold Award Recipient** (The highest achievement attainable within the Girl Scouts organization)
- **First Aid / CPR Certified**