

Julia Mattia

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EXPERIENCE

Administrative Assistant

May 2024 - Dec 2024

DaVita Dialysis

- Coordinated patient transportation logistics, insurance paperwork, and medical necessity forms.
- Managed inventory controls and supply ordering, improving operational efficiency by 10%.
- Served as Modality Choice Lead, guiding patients through treatment education.
- Updated confidential patient records using internal systems to maintain accuracy and compliance.
- Helped foster a positive team culture through organizing team-building events and milestone celebrations.
- Delivered a smooth and welcoming check-in process for patients and caregivers.

Administrative Tax Specialist

Oct 2022 - May 2024

WIPFLI

- Supported 10–20 associates with administrative tasks including tax organizer prep, document formatting, and e-filing.
- Managed CRM and tax systems (GoFileRoom, Star, Axxess Tax) for 5,000+ clients.
- Processed up to 10 tax returns daily for mailing and SafeSend electronic delivery.
- Proofread and formatted 30+ client letters weekly to ensure full compliance with firm and industry standards.
- Facilitated client onboarding and I-9 filing, ensuring accuracy and efficiency.

Marketing Content Writer/Coordinator

Mar 2022 - Sept 2022

SERI

- Wrote and produced six monthly newsletters for recycling facilities in 36 countries, increasing engagement by 50%.
- Proofread 10+ published articles in SERI's Knowledge Base, improving quality and clarity for an international audience.
- Designed six social media templates for SERI and R2 LinkedIn channels to highlight educational resources.
- Collaborated with the Head of Marketing on branding efforts that led to speaking invites for leadership at four industry events.

Proofreader

Jun 2021 - Jan 2022

JK Design Inc

- Proofed internal articles, B2B client materials, and presentation decks for accuracy and APA compliance.
- Edited and quality-checked client-facing decks, including a 200-page retirement presentation for Johnson & Johnson's Dr. Paul Stoffels.
- Ensured accuracy and consistency across all creative deliverables before client submission.

EDUCATION

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

SKILLS

• Adobe Suite • Microsoft Office • Basecamp • GoFileRoom • Proofreading • Content Writing