

Julia Miyamoto

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PROFESSIONAL SUMMARY

Creative Technology and Design student at CU Boulder with a minor in Engineering Management. Experienced managing multi-zone operations, building structured processes, and leading teams in high-pressure environments. Seeking an operations or project management role that puts planning and organizational strengths to work.

EDUCATION

University of Colorado Boulder – College of Engineering and Applied Science

Boulder, CO

B.S. Creative Technology and Design | Minor in Engineering Management

Dean's List (2025, 2026) | Society of Women Engineers

Relevant Coursework: Operations, Project Management, Organizational Leadership, Web and Mobile Development, IoT Devices, Systems Design, Product Engineering

EXPERIENCE

Nanny and House Manager

Sep 2025 – Present

Private Family

Boulder, CO

- Provide full-time care for a nonverbal 2-year-old, adapting communication through nonverbal cues and consistent routines.
- Manage household operations, including daily schedules, meal planning, errands, and supplies.
- Coordinate with parents to align on routines, developmental goals, and household priorities.

Junior Lifeguard Instructor

Jun 2024 – Present

Los Angeles County Fire Department

Los Angeles, CA

- Develop and lead a structured daily curriculum for youth programs of 30–60 participants, applying project planning and scheduling to program logistics.
- Manage daily operations, resource allocation, and safety compliance across multiple activity zones at once.
- Coordinate a team of instructors to meet program milestones and safety benchmarks.
- Track participant progress and adjust programming based on performance data.

Ocean Lifeguard

Jun 2023 – Present

Los Angeles County Fire Department

Los Angeles, CA

- Monitor changing beach and ocean conditions to identify and proactively mitigate safety hazards.
- Respond to emergencies with composure, following established standard operating procedures.
- Communicate safety protocols clearly to diverse public audiences and respond to inquiries.
- Maintain accurate incident and conditions logs to support operational continuity and reporting.

Social Media and Communications Volunteer

Jun 2023 – 2025

Los Angeles County Surf Lifesaving Association

Los Angeles, CA

- Managed the digital communications strategy for the @lacountyslsa Instagram account, growing online engagement.
- Captured, edited, and produced multimedia content for events, delivering polished work on deadline.
- Planned content calendars around key organizational milestones.

Voting Clerk

Nov 2022

Los Angeles County Registrar-Recorder

Los Angeles, CA

- Managed high-volume voter check-in during the 2022 general election, keeping lines moving under time pressure.
- Diagnosed and resolved real-time technology issues to minimize delays.
- Coordinated line management and public flow to maintain efficiency and procedural compliance.

SKILLS

Project Management: Milestone tracking, Timeline management, SOP development, Team coordination

Analytical: Data collection and analysis, Process improvement, Cost modeling, Microsoft Excel and Office

Technical: UX/UI and accessible web design, Web and iOS development (Apple Developer Program), React Native, Multimedia

Leadership: Written and verbal communication, Team leadership, Calm under pressure, Adaptability

CERTIFICATIONS

- Emergency Medical Responder (EMR) – American Red Cross
- Ocean Lifeguard – Los Angeles County Fire Department