



## Julianne Locke

Administrative Assistant

5 years in office administration

### Cresa Minneapolis

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### Education

- Dakota County Technical College, Medical Administration

Julianne has a vital role as administrative support to the Property Tax Appeal Team. She maintains the master database by tracking deadlines and preparing reports, processes legal documents, and monitors active work with external business partners. Her communication skills, positive attitude, and attentiveness are critical to interactions between the internal team and outside associates, and make her an asset to the team.

### Professional Experience

Cresa Minneapolis	2014 - Present
Medical/Wellness Clinic, Administrative Assistant	2011 - 2014