Julia Monaco

(516) 580-3475 | juliaam6204@gmail.com

EDUCATION

University of Miami   **Miami, Florida**

Bachelor of Science in Communication in Interactive Media
Bachelor of Science in Community and Applied Psychological Studies
Minor in Business Technology   May 2026
- **GPA:** 3.807 / 4.0

WORK & LEADERSHIP EXPERIENCE

NewFlow Partners   **Miami Beach, Florida**

Executive Assistant   January 2026 - Present
- *Manage calendar, travel, and daily logistics across personal commitments.*
- *Coordinate vendors, appointments, and household operations to ensure efficiency and organization.*
- *Develop systems for travel prep, inventory management, and workflow optimization.*
- *Handle confidential matters with discretion and strong attention to detail.*

Boats Group   **Miami, Florida**

Product Manager Intern   June 2025 - August 2025
- *Led user testing with 15+ participants; translated insights into roadmap priorities.*
- *Conducted customer interviews to inform backlog decisions and feature improvements.*
- *Partnered with engineering and design to coordinate releases and manage feature development.*
- *Managed the development of an AI photo search tool for the Boat Trader app.*

Product Design (UI/UX) Intern   May 2024 - August 2024
- *Designed and refined BoatTrader web and mobile interfaces to improve usability and navigation.*
- *Iterated prototypes based on stakeholder feedback and usability testing.*
- *Partnered closely with product managers and engineers to iterate on designs based on usability testing and stakeholder feedback, confirming design solutions were technically feasible and met project timelines.*
- *Delivered a comprehensive end-of-summer presentation, showcasing innovative design solutions and key contributions to stakeholders and leadership.*

University of Miami Food Pantry   **Miami, Florida**

Student Supervisor   September 2023 - Present
- *Managed inventory and organized pantry, ensuring community needs were met by employing organizational skills, creating efficient resource allocation and improved accessibility.*
- *Provided assistance to visitors seeking resources, utilizing communication and empathy skills to understand comfort and support needs which enhanced visitor satisfaction and support.*
- *Coordinated donations and events with team members, employing teamwork and organizational skills to improve pantry resources and services, therefore increasing community engagement and support, and strengthening partnerships with local organizations.*

SKILLS

Technical Skills: Jira, Agile Methodology, HTML, CSS, Photoshop, Figma