

JULIA MATTIS

Work Experience

Vice President of Sales and Marketing

01/1990 – Present - Garth Davis PA - Re/Max Professionals, Ellicott City, Maryland

*** Career Sales Volume in excess of \$150 Million Dollars*

Develop and manage a highly successful sales team*Industry Expert often sighted in local and regional business publications*Manage annual marketing budget of Quarter Million Dollars*Actively network in community organizations and sit on a number of Board of Directors*Team builder and mentor*Manage the day-to-day operations of a high energy, extremely successful office and sales team*Designed and implemented the sales and marketing plan. Plan and implement sales training and customer service seminars. Experienced in Customer service management. Make sales presentations to prospective customers as well as to groups and companies. Extensive phone sales experience. Personally sell an average of 20 homes per year.

Director of Sales /Assistant General Manager

11/2008-March 2012 - Homewood Suites by Hilton, Columbia, Md 21045

*** Director of Sales for a 150 room Hilton Hotels Extended Stay, Limited Service Hotel located in the heart of the Columbia East Business District. Responsible for 2 direct employees and 9 indirect reports (food and beverage and front desk). Oversee the day to day activities of a high volume sales office. Designed and Implemented Sales and Marketing plan. Hotel Room and F & B sales are running 2% ahead of comp-set. Responsible for doubling meeting room revenue. Responsible for cold calling and visiting corporate headquarters. Responsible for networking with local business associations around Howard County and Ft. Meade. Perform the duties of AGM – oversee the F & B operation - involved in employee hiring, training and management. Extensive Hilton training - versed in Hilton OnQ reservations system, OnQ Revenue and Inventory, Hilton Sales Tracking system, Microsoft packages and Outlook.

Group Sales and Catering Sales Manager

04/1988 - 12/1990 Travel Plaza management - Baltimore Travel Plaza, Baltimore, Maryland

*** Brand new, multi-purpose, multi-million dollar entertainment and travel hotel facility located in the heart of Baltimore. Responsible for marketing the dinner theatre and entertainment facility to out-of-state tour and travel companies. Responsible for marketing the convention and meeting centers, and sleeping rooms to local and regional corporations. Coordinated and spearheaded joint marketing campaigns with the Baltimore Convention Center and Baltimore Board of Tourism.

Evening Banquet and Facilities Manager

02/1986 - 4/1988 Radisson Annapolis Hotel and Conference Center, Annapolis, Maryland

***Originally hired to open new concept fine dining restaurant – hired and trained entire staff .
Designed new menu. Promoted to evening manager position. Responsible for the management and facilities coordination of the PM shift of Banquet waiters, set up crew for all of the convention and meeting space and room service staff for the hotel. Executed and communicated convention requirements and set up instructions to the staff. Coordinated with the Sales and Catering managers and with the convention customers.

Hospitality Manager and Restaurant Manager

01/1984 - 02/1986 Sheraton Washington Hotel East, Lanham, Maryland

*** Responsible for setting up and managing the Corporate hospitality suites throughout the hotel. Coordinated with the Restaurant and Room service Staff. Promoted to Restaurant and Room Service manager. Managed a staff of over 30 waiters and busboys. Rewrote the restaurant and bar menus. Oversaw the installation of the NCR computer system. Coordinated with the Chef, the Food and Beverage Manager and the Bar managers.

Education

8/1982 - 12/1983 Rutgers University, Camden, New Jersey

*** Some College Coursework Completed

*** General Studies, Computers, Business, Psychology

Skills

Communication Skills Negotiating Skills Presentation Skills Project

Management Sales and Marketing Sales Training Strategic Planning

PROFESSIONAL TRAINING/AFFILIATIONS

- 2010 HOWARD COUNTY ASSOCIATION OF REALTORS - REALTOR OF THE YEAR
- 2011 HOWARD COUNTY ASSOCIATION OF REALTORS – COMMUNITY SERVICE AWARD

LICENSED REALTOR IN THE STATE OF MARYLAND SINCE 1990

MEMBER - NATIONAL ASSOCIATION OF REALTORS SINCE 1990

MEMBER - MARYLAND ASSOCIATION OF REALTORS SINCE 1990

MEMBER - HOWARD COUNTY ASSOCIATION OF REALTORS --

- BOARD OF DIRECTORS – 2002 – 2006
- CO-CHAIR OF THE AMBASSADOR COMMITTEE – 2 YEARS - CURRENT
- CO-CHAIR OF THE RPAC COMMITTEE – 2 YEARS - CURRENT
- CO-CHAIRPERSON REAL ESTATE TRADESHOW & EDUCATION DAY – 3 YEARS
- CO-CHAIRPERSON COMMUNICATION COMMITTEE – 3 YEARS
- CO-CHAIRPERSON EDUCATION COMMITTEE – 6 YEARS - CURRENT
- CO-CHAIRPERSON SOCIAL COMMITTEE – 3 YEARS
- CO-CHAIRPERSON CHARITY GOLF TOURNAMENT - 4 YEARS
- CHAIRPERSON OF THE AFFILIATE OUTREACH TASK FORCE – 2 YEARS
- ASSOCIATION TREASURER - 2004 - 2006
- CHAIRPERSON OF THE FINANCE COMMITTEE - 2004 -2006
- MEMBER OF THE EXECUTIVE COMMITTEE - 2004 -2006
- MEMBER OF THE LEGISLATIVE COMMITTEE 6 YEARS
- MEMBER OF THE GRIEVANCE COMMITTEE 2 YEARS
- FAIR HOUSING CERTIFICATION
- SENIOR WORKS CERTIFICATION
- ACCREDITED BUYERS AGENT

- WILLIS MCGAHEE THANKSGIVING AND CHRISTMAS FOOD AND GIFT DRIVES – CO-CHAIR
2009 AND 2010

HOWARD COUNTY CHAMBER OF COMMERCE

- MEMBER OF THE HOLIDAY PARTY COMMITTEE - 4 YEARS
- CO CHAIR - GOODWILL AMBASSADOR - 5 YEARS
- CO-CHAIR OPERATION THANK YOU - 6 YEARS
- MEMBER OF THE LEGISLATIVE COMMITTEE – 4 YEARS

- 2008 CHAIRMAN'S AWARD - VOLUNTEER OF THE YEAR
- 2008 AMBASSADOR OF THE YEAR

MARYLAND ASSOCIATION OF REALTORS - LEADERSHIP ACADEMY 2003-2004

HOWARD COUNTY LEADERSHIP PROGRAM – LEADERSHIP PREMIER PROGRAM 2006-2007

- CO-CHAIR VOLUNTEER COMMITTEE 2010, 2011 and 2012 BIG EVENT

HOWARD COUNTY EXECUTIVE TRANSITION COMMITTEE - 2006-2007

- SUBCOMMITTEE ON DEPARTMENT OF PLANNING & ZONING/DEPARTMENT OF HOUSING

-PELU COMMITTEE – NOMINATED BY COUNCILWOMAN COURTNEY WATSON

HOWARD COUNTY BRAC COMMITTEE – 7 YEARS

- INFRASTRUCTURE SUB-COMMITTEE - 4 YEARS

COLUMBIA HOUSING CORPORATION – BOARD OF DIRECTORS – 2010 – PRESENT

HOWARD COUNTY MASTERS CLUB - REAL ESTATE - 1999 - 2005

- BOARD OF DIRECTORS

- CHAIRPERSON OF THE FUNDRAISING COMMITTEE - 2001 - 2005

HOWARD COUNTY MILLION DOLLAR CLUB - CURRENT MEMBER - 8 YEARS

- SPONSORSHIP CHAIRPERSON OF THE AMERICAN HEART ASSOCIATION BALL 2004,2005

COMMITTEE TO ELECT CHRIS MERDON - COUNTY EXECUTIVE – 2005-2006

COMMITTEE TO RE-ELECT GAIL BATES – 2002 – 2010

COLUMBIA BUSINESS EXCHANGE (CBX) - CURRENT MEMBER - 5 YEARS

NETWORK REFERRAL GROUP (NRG) - CURRENT MEMBER - 9 YEARS

- CORPORATE SPONSOR - 2006 AND 2007

ON PURPOSE WOMEN NETWORKING GROUP – CURRENT MEMBER -8 YEARS

YOUTH FOR UNDERSTANDING-ALUMNI, ACTIVE VOLUNTEER & HOST MOTHER- 25 YRS