

David Kahn

From: Juliette Livingston <juliettelivingston94@gmail.com>
Sent: Wednesday, April 2, 2025 6:03 PM
To: CtyAdmRecruitment
Subject: County Administrator Interest/PBC
Attachments: Resume-JULIETTE-M.-LIVINGSTONpdf.pdf

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Dear Hiring Team,

I am excited to submit my application for the position of County Administrator for Palm Beach County. With a strong background in executive leadership, strategic planning, and public administration, I am eager to bring my experience and dedication to serve the residents and stakeholders of this vibrant community. My expertise in managing multi-agency government operations, overseeing substantial budgets, and fostering intergovernmental relationships aligns seamlessly with the responsibilities of this role.

Throughout my career, I have successfully led teams, implemented policy initiatives, and driven operational efficiency in complex government organizations. My approach emphasizes collaboration, accountability, and innovation to ensure that community needs are met effectively. I am adept at working with elected officials, government agencies, and community partners to develop sustainable policies that enhance public services and economic growth. Additionally, my experience in financial oversight, emergency management planning, and long-term infrastructure development has prepared me to navigate the challenges and opportunities facing Palm Beach County.

Having spent time in Palm Beach County, I deeply appreciate its diverse and growing population, thriving business environment, and cultural richness. I am committed to fostering transparency, engagement, and responsible governance that reflects the priorities of both the Board of County Commissioners and the residents. My leadership philosophy centers on proactive communication, strategic problem-solving, and ensuring that public resources are managed efficiently to support sustainable growth and development.

I welcome the opportunity to further discuss how my qualifications and vision align with the future goals of Palm Beach County. Thank you for your time and consideration. I look forward to the possibility of contributing to the continued success of this remarkable community.

Sincerely,

Juliette M. Livingston

Juliette Livingston



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JULIETTE M. LIVINGSTON

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SUMMARY

A results-driven professional with expertise in marketing, communications, event sales, and property management. Skilled in building client relationships, driving growth, and executing strategic marketing and events. Adaptable, creative, and collaborative, I thrive in fast-paced environments, delivering impactful results with a client-focused approach.

EXPERIENCE

PEAK Event Services, Sales Coordinator

Mar 2024 - Present

Coordinate luxury event rental orders to ensure precise fulfillment and on-time delivery, exceeding client expectations.

Facilitate showroom appointments by curating product displays, providing tailored recommendations, and ensuring an inviting presentation.

Partner with sales teams to update client orders, optimize workflows, and deliver exceptional customer experiences.

Contribute to the success of large-scale events by managing logistics, addressing challenges, and ensuring seamless execution.

Maintain accurate records of DEFCON updates and sponsorship leads in Salesforce, liaising with field teams and allocating leads to Account Executives.

Design and implement seasonal tablescapes using event rental products to serve as impactful visual merchandising tools and drive sales growth.

Worth Avenue Yachts, Sales & Marketing Assistant

May 2023 - Oct 2023

Oversaw the team's MLS systems, holding brokers accountable for lead generation activities

Orchestrated the creation and distribution of industrywide broadcasts for all broker listings, ensuring broad exposure to industry professionals and clients.

Handled pre-show preparation and post-show lead follow-up for brokers' participation in major boat shows. Provided on-site assistance for Newport International Boat Show.

Managed various broker events, including logistics for Newport Brokerage Boat Show, photos shoots, client events, and other special events.

Collaborated with managing director on financial management tasks including budgeting, reconciliation, bill payments, and invoice processing.

Mott & Chace Sotheby's International Realty, Executive Administrator

Oct 2022 - Mar 2023

Coordinated scheduling for client appointments, ensuring seamless communication between brokers, executives, and clients.

Managed office meetings and provided comprehensive support for property transactions, collaborating with agents, marketing, and accounting teams.

Designed marketing materials, such as brochures and postcards, and crafted social media content to promote real estate listings.

Acted as the primary contact for general inquiries and vendor management, including IT support, building maintenance, and delivery services.

Streamlined office operations by managing vendor relations and ensuring timely maintenance and service deliveries.

Oxford Properties, Property Administrator

Jun 2019 - Oct 2022

Core member of Property Management team at 222 Berkeley/500 Boylston, a 1.2M square foot property for office business and retail tenants.

Managed the vendor access process, including communications with tenants and vendors regarding all building work including construction projects, access, and safety impairment requirements.

Drafted proposals and vendor agreements for tenants and other building-related issues and requests.

Responsible for the coordination and execution of tenant events with local organizations and veracious building gift-giving initiatives.

Wrote and distributed content for quarterly and monthly newsletters for the building regarding updates, local events, and lifestyle content.

Sara Campbell, Boutique Manager & Marketing Assistant

2018 - 2019

Solely managed daily operations, ensuring seamless store functionality and customer satisfaction.

Boosted sales and store visibility by planning and executing community events that attracted new customers and fostered brand engagement.
Created and shared engaging content across Sara Campbell's social media channels to enhance brand presence and customer connection.
Cultivated loyal customer relationships and consistently increased sales through personalized service and attention to detail.
Acted as the primary contact for inquiries and coordinated with vendors, including IT support, building maintenance, and delivery services, to maintain optimal store operations.

*Elizabeth McKay, **Boutique Manager & Social Media Assistant***

2016 - 2018

Developed and implemented content marketing strategies aligned with the company's sales goals and target audience.
Created and published marketing content across various channels including social media and blog posts and emails, as well as other digital platforms.
Collaborated with the Creative Director to create high-quality content that met brand standards.
Conducted trend, topic, and content research and analyzed the performance of content campaigns to optimize target audience engagement.

*Newport Hospitality, **Operations & Event Intern***

2016 - 2017

Prepared corporate proposals and contracts for Newport area events.
Assisted program managers in arranging and finalizing details for all corporate events.
Fostered client relationships and promoted Newport area event venues via on-site visits with clients.

*Newport Harbor Corporation, **Corporate Sponsorship & Sales Intern***

2014 - 2016

Shadowed Sponsorship Chair to learn mechanics of getting support at Newport International Boat Show.
Prepared presentations publicizing brand value and sales potential for sponsors participating in NIBS.
Compiled event and client proposals and organized promotions and assisted in NIBS event execution.

EDUCATION

Salve Regina University

*B.A. • **Marketing, Communications***

SKILLS

Microsoft Office Suite programs • Google Plus • Adobe Creative Cloud • Mac Applications • Building Engines • Canva
• IContact • Salesforce • POR • Adobe Creative Cloud