Juliana R. Juback

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PERSONAL BIOGRAPHY

Marketing student at Saginaw Valley State University with experience in running a small business and working in customer-focused roles. Started and managed an equine services business, handling scheduling, client communication, and daily operations. Background includes coaching, retail, and food service, with a focus on teamwork, organization, and problem-solving. Known for being reliable, adaptable, and able to manage multiple responsibilities in fast-paced environments.

PROFESSIONAL EXPERIENCE

J's Performance Horses LLC | Sole Proprietor **|** March 2023 – July 2025

- Founded and managed an equine services business, including training, lessons, and horse care
- Oversaw client communication, scheduling, financials, and day-to-day operations

Southern Glazer's Wine & Spirits | Farmington Hills, MI | Sales Intern | May 18, 2026 - July 31, 2026

- Summer position
- Shadow sales reps in client meetings to learn sales strategies and relationship management
- Assist with office operations and team projects
- Collaborate with interns nationwide on a strategic project
- Complete training in product knowledge and sales techniques

Horse Riding Instructor & Equine Professional | Various Locations (MI, KS) | 2018 – 2024

- Developed and led riding lessons for students of all levels
- Assisted in horse training and daily barn management tasks (feeding, mucking, turnout, etc.)
- Traveled to national competitions, providing full-service grooming and care for high-value horses

License-Exempt Child Care Provider (CDC Program) | October 2023 – September 2024

- Follow CDC regulations and comply with in-home inspections and training
- Provide care of all manners to children of various ages, including those with disabilities
- Transport children to necessary destinations

Office Evolution | Receptionist August 2025 – Current

- Manage front desk greeting customers and office members
- Provide mail sorting services through iPostal, Alliance, etc. Manages and files 1583 forms.
- Other tasks include, but are not limited to: answering the phone, streamlining leads for office rentals, booking conference rooms through Yardi Kube, creating social content, keeping the office tidy, etc.

Downtown Chic Boutique | Retail Associate and Social Media Manager | August 2025 - July 2026

Food Service Roles:
Dexter Brunch House | Dexter, MI – Server | March 2025 – Current
Angelo's | Ann Arbor, MI – Cashier / Busser / Server / Hostess | May 2021 – December 2023
Uptown Coney Island | Ann Arbor, MI – Server | Janurary 2024 – September 2024

EDUCATION

Saginaw Valley State University, Saginaw, MI | Marketing | Expected Graduation Date: December 2026
GPA: 3.58
Dean's List | Fall Semester 2025, Winter Semester 2025, Summer Semester 2026
NHSLS 2026

SKILLS

Strong Work Ethic	Time Management	Event Planning
Customer Service	Problem-Solving & Critical	Budget Management
Conflict Resolution	Thinking	Social Media Management
Leadership & Team	Written and Verbal	Microsoft Workspaces
Management	Communication	Google Workspaces

VOLUNTEERING

Dexter High School Equestrian Team | Head Coach |August 2022 – September 2024
- Led a competitive high school equestrian team, coordinating training, coaching, and logistics
- Managed assistant coach and liaised with parents, students, and faculty

Michigan Horse Show Association | Board Member | November 2023 – September 2024
- Oversaw event planning, sponsor relations, and bookkeeping tasks
- Managed communication, digital marketing, and compliance with organizational by-laws
- Collaborated with treasurer and financial advisor on budgeting and accounting