

# Juliet Romo

## Administrative Assistant

Prior to joining Corona Research, Juliet was an Administrative Assistant/Receptionist at two career colleges. She assisted the Admissions Departments with enrolling new students, reenrolling former students, and completing daily and weekly reports. She also assisted the Executive Director and Career Services on various projects such as event planning and scheduling. She provided support, guidance, information, and skills training to job-seeking students and helped them find employers who wished to hire. In addition, Juliet was in charge of the receptionist areas and provided excellent customer service, which led to a high rate of returning students and guests.

Originally, Juliet came to Corona as a temporary employee to help assist in various data entry projects and office duties. After a month of temporary work, she realized how great it would be to work at Corona and she submitted her resume for the open Office Assistant position. “I immediately was drawn to the employees at Corona Research. Everyone here always goes the extra mile for clients and customers, and I knew that I would fit in very well with that kind of determination.”

Juliet is so excited to be working for the company. She appreciates how the Principals are so strong-minded about helping the employees grow with the company. “The Principals really care about their employees and are always willing to help us succeed in our goals.”

On a typical day, Juliet can be found assisting with focus group recruiting or entering detailed data entry. She also helps out all the employees with minor projects and is responsible for the daily office duties. She handles the reception area by answering incoming calls and making all of our guests feel welcome.

Outside of work, Juliet enjoys going to dinner with the folks on Friday nights and hanging out with “The Girls” on Saturdays. During football season, you can usually find her at a sports bar, rooting for the Broncos. In the warmer seasons, she is usually camping somewhere in Colorado or Wyoming, or she is on her annual trip to Viva Las Vegas. She is the proud mother of a thumb-sucking cat named Starr (that’s how he sleeps) and she loves, loves, loves trivia! Her ultimate goal is to be on a game show someday...and win!

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