



Julia Hawkins

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Biography

Julia Hawkins is an accomplished administrative professional with over four years' experience supporting five partners at the largest venture capital firm in south-eastern USA, with everything from scheduling and travel to investor relations and financial operations.

As co-founder and CEO of Cabinet, she loves supporting admins that care about making an impact on the world and delivering products that strengthen their productivity and happiness.

Julia is a member of the TechStars' NYC accelerator and received a BA in Public Policy from Duke University and an MBA from Cornell University. She lives in Colorado, USA with her husband and rescue cat, Lego, and can be often found biking, boating, or skiing.

Session: Introducing Cabinet: A New Software for Administrative Professionals

When choosing a platform to help organize your day, Trello, Asana, OneNote and other tools prove too generic or too robust for Administrative professionals. In this webinar, we will introduce to you a simple new task management platform designed specifically to help Administrative Professionals work faster and smarter: Cabinet. We will show you how Cabinet will help you plan and execute highly impactful performance reviews, manage multiple Executives' information in one place, and enable you to effectively collaborate with other Admins inside and outside your organization.

In addition, Julia Hawkins, the co-founder and CEO of Cabinet, will walk you through how she started her career as an Executive Assistant and why she eventually made the jump to build Cabinet. Founded in 2018, Cabinet began as a free community for Administrative Professionals to connect with thousands of like-minded members, learn from experts, discover resources and opportunities, make friends and much more. With the support of over 2,000 members, in 2019 Julia and her team began building tech-enabled tools to help with specific functions unique to the Administrative profession.

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