

Julie Demitrack

Brick Township, NJ

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Executive Recruiter, HR Leader, Hospitality Professional

Highly organized professional with 12+ years of experience in talent acquisition, human resources management, customer service, and high-end hospitality. Expert in Candidate Experience Management, Workflow Automation, and Full Cycle Recruiting to drive organizational growth in competitive markets. Proven track record of delivering executive administrative support and streamlining complex scheduling processes for leadership in large-scale operations. Special talent for customer satisfaction, recovery, and turn-around.

Work Experience

Officer Personnel Manager (Senior HR Manager), Joint Force Headquarters

2022 – 2025

U.S. ARMY, NJ

- Managed and tracked talent pipelines for over 850 Officers, utilizing Applicant Tracking Systems and workflow automation to facilitate promotions and transfers.
- Provided executive administrative support to senior leadership, overseeing complex personnel logistics and career advancement pathways within a high-growth environment.
- Optimized scheduling processes for personnel boards and interviews, reducing administrative lag and improving the overall candidate experience for internal moves.
- Leveraged data analysis to monitor personnel metrics, ensuring the organization maintained readiness through proactive talent management and process optimization.

Officer Strength Manager (Senior Recruiter), Recruiting & Retention Battalion

2017 – 2022

U.S. ARMY, NJ

- Directed full cycle recruiting operations that achieved a #1 national ranking across 54 states and territories for officer acquisition and employer (NJ National Guard) branding.
- Shattered historical recruitment records by implementing aggressive interview scheduling and candidate engagement strategies in a competitive talent market.
- Led an award-winning recruitment team by fostering a high-performance culture focused on mission success and optimized talent acquisition workflows.
- Standardized the candidate experience management framework, ensuring all applicants received timely communication and high-touch support throughout the funnel.

Real Estate Agent

2015 – Present

WEICHERT REALTORS AND CHILDERS SOTHEBY'S INTERNATIONAL REALTY, NJ

- Coordinate complex property showings and inspections, ensuring meticulous calendar management and synchronization between multiple high-profile stakeholders.
- Differentiate the personal and firm brand by implementing comprehensive marketing plans that utilize data analysis to capture market share and drive repeat business.

- Prioritize high-priority client demands and contract negotiations, delivering a premium candidate-like experience through every stage of the closing lifecycle.
- Execute end-to-end contract management and workflow automation for real estate transactions to increase operational velocity and closing accuracy.

Training, Deployment, Administrative Support, and Special Projects Officer *2012 - 2016*
U.S. ARMY, NJ

Talent Acquisition Manager/Executive Recruiter *2007 – 2011*
SOLOMON PAGE GROUP LLC, NEW YORK, NY

- Conducted full cycle recruiting for executive-level placements, managing the end-to-end lifecycle from initial sourcing to successful candidate retention.
- Coordinated interview scheduling and calendar management for diverse client portfolios, maintaining high hiring velocity in a fast-paced agency environment.
- Enhanced employer branding by writing compelling candidate biographies and marketing materials that differentiated talent in the high-growth creative media, publishing, and fashion sectors.
- Maintained executive administrative support and client relationship management to ensure long-term partnerships and a steady pipeline of new business opportunities.

Catering Sales Manager
MILLENIUM UNITED NATIONS PLAZA HOTEL, NEW YORK, NY *2004 – 2006*

Front Office Manager *2003 – 2004*
HAMPSHIRE HOTELS & SUITES, TIMES SQUARE, NEW YORK, NY

Executive Assistant to Director of Sales & Marketing and Director of Operations *2001 – 2003*
OMNI BERKSHIRE HOTEL, OMNI HOTELS, INC., NEW YORK, NY

Education

Doctoral coursework in Organizational Leadership
Stockton University, Galloway, NJ

Master of Arts in Applied Psychology
NYU, New York, NY

Bachelor of Arts in Psychology
Rutgers University, New Brunswick, NJ

Aviation Technology, Flight Training, Infinity Flight Group
Mercer County Community College, Trenton, NJ

Criminology Certificate
Rutgers University, New Brunswick, NJ

Additional Skills

Technical Recruiting & Operations: Applicant Tracking Systems, Full Cycle Recruiting, Workflow Automation, Interview Scheduling, Calendar Management, Candidate Experience Management, Data Analysis

Administrative & Leadership: Executive Administrative Support, HR Leadership, Talent Acquisition, Hospitality Management, Process Optimization, Event Planning, Employer Branding, Crisis Management

Soft Skills: Prioritization, Coordination, Crisis Intervention, Oral and Written Communication, Career Coaching, Empathy, Adaptability

Certifications

- FAA Commercial Rotary and Fixed-Wing Pilot
- Licensed and Certified Career Coach
- Project Management Certificate

Awards and Highlights

- #1 in the 54 states and territories for Officer recruitment and acquisition in 2020
- Nominated 2 years in a row for Officer Strength Manager of the Year Award, won in 2020
- Event Management and Planning – United Nations Plaza Liaison and Point of Contact for meetings and events, NYC
- Member of RTAG (Rotary Transition to Airline Group) and Women in Aviation International (WAI)

Hobbies

- Traveling
- Aviation
- Physical fitness
- Music
- Writing