Julie M. Richardson attended the University of Wichita in Wichita, Kansas. She has lived and worked in Houston, Texas since 1967. She has served as assistant and scheduler for Charles Foster, Honorary Consul General for the Kingdom of Thailand in Houston since 1997 and was appointed Vice Consul for Honorary Consulate for the Kingdom of Thailand in 2001.

Prior to joining Charles Foster, Ms. Richardson worked with various legal and energy firms in the Houston area as an administrator. Ms. Richardson is a member and former officer of both the Directions & Assistance Committee and the International Committee of the Houston Livestock Show and Rodeo and the Cowboy Heritage Society. She also works with charities such as Special Olympics and Halo House. She is also the administrator of a private non-profit foundation, The Favrot Fund.