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# Justin E. Johnson

## Objective

To obtain a part-time position where my skills and abilities can be used to benefit the company as well as my personal and professional growth

## Experience

**September 2014 - Present** **San Francisco, CA**

**Branch Hill Capitol – Executive Assistant**

- Manage floor office spaces for twelve different companies, process mail for all companies, order supplies and manage kitchen order for all employees
- Administer conference room calendar for all companies and order catering for inside meetings
- Assist with scanning, filing, and organizing multiple documents
- Assist with tax document preparation
- Outside event coordinator for multiple companies throughout the floor

**December 2013 - Present**

**San Francisco, CA**

**Paris Café – General Manager**

- Manage staff; training, scheduling, administering payroll, hiring, terminations, etc.
- Inventory management and purchasing of supplies and materials
- Keep track of daily income and deposit funds appropriately
- Marketing & customer relations

**March 2014 – August 2014**

**South San Francisco, CA**

**Best Western Grosvenor Hotel – Shift Supervisor**

- Check in/out guests, supervise employees, provide breaks and scheduling
- Night auditing
- Customer relations

**March 2013 – December 2013**

**San Mateo, CA**

**Omelagah Inc. – Direct Service Provider**

- Supervised clients in various stages of social and emotional development
- Facilitated individual and group workshops
- Taught proper money handling and daily life skills as well as social reintegration
- Assisted disabled clients with daily living tasks

**August 2012 – December 2013**

**South San Francisco, CA**

**Sovereignty Plumbing – Plumbers Assistant**

- Install hot water tanks, dishwashers, toilets, sewer lines, gas lines
- Commercial and residential snaking.
- Estimating and Bid proposals
- Customer relations

September 2011 – March 2012 Cleveland, OH

## Club Liquid - Bar Manager

- Managed staff of eighteen employees
- Inventory management and purchasing of needed supplies and materials
- Responsible for keeping track of incoming income, and depositing funds appropriately

**May 2008 – August 2011**      **Cleveland, OH**

Methanbaum Center (Center Based Work) – Youth Counselor

- counseled youth ages three to eighteen years old
- Worked with multiple agencies arranging placement ranging from chemical dependency, foster care, and/or child protective services
- Facilitated anger management and cage your rage groups

**May 2008 – August 2011**      **Cleveland, OH**

#### **Methanbaum Center (Field Work) – Youth Enrichment Speaker**

- Conducted motivational and educational assemblies to hundreds of Middle School & High School students on topics such as drug and alcohol abuse, STD's & STI's, Pregnancy, Gangs, Drugs, etc.
- Facilitated small group workshops at the Juvenile detention center relaying ways to alleviate violence and overcoming adversity living on the streets

February 2009 – December 2010 Cleveland, OH

Club Evolution – General Manager

- Managed staff of thirty employees, duties ranging from training, scheduling, hiring, terminations, etc.
- Inventory management and purchasing of supplies and materials
- Responsible for keeping track of incoming income, and depositing funds appropriately
- Customer relations

**June 2006 – February 2008 Columbus, OH**

## O.D.R.C. – Line Cook

- Food preparation
- Responsible for over 500 meals per day
- Safety and sanitation, maintaining clean work stations

## Addition Skills

Microsoft office suite, general maintenance, flooring, painting, able to lift up to 100+ lbs, organized and detail oriented, excellent customer service skills, able to multi-task, efficient and dedicated individual

## Education

City College, San Francisco, CA

### Degree in progress

## References

Available upon request