

# 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 Capital – 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 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