

RHIANNON JOHNSON

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PROFILE

Motivated and self-driven professional with strong organizational and project management abilities. Confident my skills and abilities will be beneficial to any team and company. Eager to learn in an environment that promotes growth within myself.

SKILLS & ABILITIES

- Advertising Campaigns
 - Adobe Spark
 - Microsoft Office
 - Project Management
 - Social Media Marketing
 - Team Oriented
 - Search Engine Optimization
 - Public Speaking
 - Customer Service
 - Strategic Planning
 - Data Entry
 - Time Management
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EXPERIENCE

SODEXO | 2019-2020

Tasks as a campus dining associate consist of prepping and preparing food items for customers, maintain a clean and inviting environment in the food prep stations and customer seating areas, ensure food safety standards are being followed, and assist customers with special dietary needs.

BRADY SAND & MATERIAL, INC. | 2017-2019

Responsibilities consisted of managing customer/driver logistics, ordering office supplies, accounts receivable and accounts payable data entry, customer email and phone correspondence, light bookkeeping using QuickBooks, product sample coordinator, and company website management.

IN-N-OUT BURGER | 2015-2017

Duties consisted of receiving customer payments, issue receipts and refunds to customers, assist customers by providing information and resolving their complaints, prepare and serve food and beverages, performing cleaning duties such as sweeping, mopping, and washing dishes, to ensure sanitary equipment and facilities.

COMMUNITY INVOLVEMENT & ACCOMPLISHMENTS

American Businesswomen's Association, *Soaring Eagles Chapter* | 2019-2020

Dean's List, *Northern Arizona University* | 2018-2020

Susan G. Komen 3 Day Event, *Fundraiser & Event Organizer* | 2017

EDUCATION

NORTHERN ARIZONA UNIVERSITY | MAY 2020

Bachelor of Art in Strategic Communication with Emphasis in Advertising

Minor in Psychology

HOOTSUITE ACADEMY | DATE 2020

Social Marketing Certificate
