

Jennie Larry Johnson

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OBJECTIVE

To obtain a project management position that would enable me to use my skills, talents, education, training and certifications to help meet employers mission-oriented goals and objectives.

EDUCATION

DEGREE | MASTER - SCIENCE| UNIVERSITY OF NORTH TEXAS

- Major: Learning Technologies
- Minor: Intuitive Instructional Design for Online Pedagogy and Andragogy Web-based Training Programs
- Related coursework: Cognitive Psychology, Instructional Web Authoring, Multimedia, Internet & Networking

DEGREE | BACHELOR-APPLIED TECHNOLOGY & PERFORMANCE IMPROVEMENT| UNIVERSITY OF NORTH TEXAS

- Major: Applied Technology & Performance Improvement
- Minor: Project Management
- Related coursework: Organizational Development & Performance Improvement

DEGREE | ASSOCIATE – APPLIED ARTS & SCIENCES | CEDAR VALLEY COLLEGE

- Major: Applied Arts & Sciences
- Minor: Business Management
- Related coursework: Accounting, Economics, College Algebra, English

CERTIFICATIONS AND SPECIALIZED TRAINING

- Kirkpatrick Partner's Bronze Certified [Four Levels of Training Evaluation](#)
- PMI [Project Management Professional](#) Certification (In progress)
- Wendy Kennedy Institute "[So what? Who cares? Why you?](#)" New Product Commercialization Coach Certification
- Quality Management International, ISO:9000 [Total Quality Management Systems](#) Lead Auditor
- William Bolger Academy, Versatile Co. Fast Forward MBA in Project Management
- U.S. Postal Service Training Facility, Program Management, Business Indicators and Evaluation
- U.S. Postal Service Training Facility, Principles of Quality Control and Program Evaluation
- University of North Texas, [Job Coach and Job Skills Trainer](#)

SKILLS & ABILITIES

CRITICAL THINKING — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

COORDINATION — Adjusting actions in relation to others' actions.

MONITORING — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

READING COMPREHENSION — Understanding written sentences and paragraphs in work related documents.

SPEAKING — Talking to others to convey information effectively.

EXPERIENCE

RESOURCE AIDE | CARROLL INDEPENDENT SCHOOL DISTRICT-SOUTHLAKE, TX | FEBRUARY 8, 2016 TO PRESENT

- Provide extra assistance to students with special needs, such as those with physical and mental disabilities.
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Tutor and assist students individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
- Enforce administration policies and rules governing students.
- Discuss assigned duties with classroom teachers to coordinate instructional efforts.
- Effects task assignment and organization skills and develops and manages clients' grant project timeline
- Problem-solving during remediation and mitigation with funders and other stakeholders
- Performs project performance audits and prepares compliance, evaluation ad audit reports
- Prepares root cause and gap analysis then formulates and implements corrective action plans
- Manages work processes and human and other resources during project life cycle

CHIEF EXECUTIVE OFFICER | CREATIVE FUNDING SOLUTIONS, INC. - HOUSTON, TX| OCTOBER, 2001 TO PRESENT

- Responsible for planning, organizing, and communicating activities to ensure that project deliverables are on time, on budget, and to client specifications.
- Provides support and coordination of activities for client programs and services and the successful and timely completion of customer implementations.
- Directors interactions and effectively coordinates external customers' programs, services and operations
- Leads functional groups and teams during the project management lifecycle including Initiation, Planning, Implementing, Controlling & Closing
- Performs Cost or Financial analysis
- Interprets and defines customer project requirements and scope of work deliverables

SENIOR OPERATIONS ANALYST | U.S. POSTAL SERVICE - WASHINGTON, DC | DECEMBER, 1983 TO APRIL, 2004

- Analyzed operations and program
- Managed the United States Address Management Systems Department for the Dallas Region
- Provided quality improvement and troubleshooting operational deficiencies
- Supervised and managed retail and window services for three of the U.S. Postal Services' largest retail operations nationally. (Dallas, Houston and Capital Metro-Washington, DC)
- Managed U.S. Postal Services Customer Service Operations
- Managed U.S. Postal Service Mail Processing Operations

CORPORATE TRUST REPRESENTATIVE | JANUARY, 1979 TO DECEMBER, 1983

- Investigated credit worthiness for major bank customers
- Analyzed stock and bond transfers for major oil company

LEADERSHIP, VOLUNTEER AND INVOLVEMENTS

- **GUIDESTAR ADVISORY PANEL.** Provides feedback on product ideas, new features, and general improvements to GuideStar.
- **TEXAS OBESITY RESEARCH CENTER COMMUNITY ADVISORY COMMITTEE.** Provides feedback regarding the Texas Obesity Research Center's efforts to promote interdisciplinary research, education and training and foster local community collaborations.
- **KINGDOM BUILDER'S CENTER:** Provided technical support and guidance during the development and design of the Entrepreneur's Learning Center program.

AWARDS & HONORS

- **WHITE HOUSTON BUSINESS COUNCIL FORUM.** Accepted as an advisor for the Small Business Majority, a national nonprofit advocacy organization focused on solving the biggest problems facing America's 28 million small businesses.
- **2005 HONORARY CHAIRPERSON FOR THE NATIONAL SMALL BUSINESS ADVISORY COUNCIL**
- **2012 PUBLIC SERVICE RESEARCH PANEL PROJECT MEMBER**
- **2012 INTERNATIONAL WOMEN'S LEADERSHIP ASSOCIATION**
- **2014 ORGANIZING FOR ACTION SPRING ORGANIZING FELLOW**
- **2014 INCLUSION IN ECIVIS GRANTS PROFESSIONAL DATABASE WITH "BEST OF THE BEST"**
- **2015 MEMBER OF GUIDESTAR ADVISORY COUNCIL**
- **2016 ALPHA SIGMA LAMBDA HONOR SOCIETY**
- **2016 GOLDEN KEY INTERNATIONAL HONOUR SOCIETY**
- **2017 SPEAKER: 9TH ANNUAL "ADVENTURES IN AUTISM INTERVENTION AND RESEARCH" CONFERENCE**