



# EBONY JOHNSON

EMPLOYEEOFTHEMONTH24@GMAIL.COM

## PROFILE

Highly motivated to work with an organization that values integrity, innate motivation, and lived experience. With 85% of my skillset learned 'in the field,' makes all my skills hard skills. Inspired to learn, to teach, and to have an impact. I look forward to joining a team driven by purpose and positivity.

Most exercised core competencies are decision-making, social and emotional intelligence, and the ability to build teams. As a team player I value the opportunity to contribute. As a team lead, I guide with dignity and respect.

## CONTACT

3010 Locust Street  
Denver CO 80207  
(720) 278-4903

## COMPUTER SKILLS

MS Office  
Google Drive  
Spreadsheets  
Email  
Presentations

## CERTIFICATIONS

Business Administration  
Positive Psychology  
Six Sigma  
Colorado Notary - NNA  
Family Facilitator – F.L.T.I.  
(Family Leadership Training Inst.)  
Group Facilitator – W.R.A.P.  
(Wellness Recovery Action Plan)

## HIGHLIGHT OF QUALIFICATIONS

- Over ten years of office management and firm operations
- Demonstrates exceptional communication and customer service skills; initiates and maintains active, professional relationships with volunteers, community stakeholders, donors, clients, and program participants
- Highly developed teamwork skills, with the complimentary ability to streamline tasks and projects independently

## RELEVANT SKILLS

### Administration

- Proofed contracts and drafted agreements, tracked project details using spreadsheets accompanied by client shared databases
- Ensured prearranged obligations were met, liaised with interdepartmental representatives including the financial department; purchased supplies; communicated frequently with corporate partners
- Developed and maintained monthly correspondence such as newsletters and monthly donor statements
- Maintained client records based on inquiries and mailings

### Management

- Organized volunteers and team members in a fast-paced office, prepared schedules, completed purchasing and inventory duties
- Performed client management duties: liaised closely with executive teams, coordinated travel, monitored engagements, and client experience
- Planned and managed logistics, warehouse, transportation and customer services.
- Directed and optimized the full order cycle, negotiating with suppliers, manufacturers, retailers and consumers

## WORK HISTORY

<b>Secretary</b> , Central Baptist Church, Denver ( <i>hybrid</i> )	2019-2020
<b>Communications Director</b> , YAASPA, Denver ( <i>remote</i> )	2019-2020
<b>Firm Manager</b> , Halligan, LLC, Denver	2018-2020
<b>Executive Administrator</b> , Burnham Law, Denver	2014-2018

## FIELD WORK & VOLUNTEERING

<b>Advisory Board Member</b> , Safe Outdoor Space, Denver	Current
<b>Church Secretary &amp; Clerk</b> , Central Baptist, Denver	2 terms

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