

TAYLOR JOHNSON

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HUMAN RESOURCES ASSISTANT / COORDINATOR

Outgoing, reliable young professional seeking an entry-level role within the HR field that involves supporting recruiting, training, employee relations, and team-building activities. Recognized by all past supervisors/mentors for being goal-oriented, organized, coachable and skilled at dealing with people from all walks of life .

SKILLS, STRENGTHS & QUALIFICATIONS

Office & Administrative Support	Individual Coaching & Mentoring	Event Planning & Organization
Customer Service & Guest Relations	Order Processing & Fulfillment	Safety & First Aid Training
Training (Group & Individual)	Writing / Editing / Data Entry	Creative Problem-Solving
Team-Building & Collaboration	Project Management & Multi-Tasking	MS Office & Social Media Usage

PROFESSIONAL EXPERIENCE

Catering Specialist / Hospitality Manager | PACIFIC LUTHERAN UNIVERSITY October 2015 – Present
Currently work in PLU's hospitality department, helping plan, manage, and host a wide variety of different public and private events taking place on the school grounds. Apply detail-oriented administrative skills to ensure correct event bookings and catering orders. Demonstrate exceptional customer service at all times. Complete projects in spite of fast-paced conditions and difficult deadlines. Promoted within a year to management role and assigned additional responsibility for planning events and interviewing, training, and onboarding new hires.

Customer Service Professional | LONGHORN BARBECUE March 2013 – July 2015
Worked as a server within this popular restaurant, greeting people and helping promote customer loyalty and repeat business via exceptional customer service. Dealt gracefully with special customer requests and occasional bad behavior, as necessary, and learned how to juggle dozens of different tasks simultaneously without mistakes.

Lifeguard | WILD WAVES May 2010 – September 2011
Hired as a lifeguard by this popular entertainment destination, supervising the pool area and ensuring safe, respectful conduct was practiced by guests at all times. Completed CPR training and went through crisis response scenarios to learn how to take charge and keep people calm during difficult situations.

VOLUNTEER EXPERIENCE & COMMUNITY SERVICE

Fundraising Volunteer | VARIOUS CHARITABLE ORGANIZATIONS 2012 – Present
Active participant and co-organizer of various community fundraising and outreach events including diabetes walks, cancer walks, and the Relay for Life program of the American Cancer Society.

Mentor/Volunteer | PARKLAND ELEMENTARY SCHOOLS April – June 2014
Volunteered to mentor underprivileged 5th grade students, visiting the campus on a weekly basis to provide support, encouragement, and guidance to a diverse class of at-risk youth. Gained experience working with multi-cultural issues in addition to strengthening skills in social interaction, motivation, and time management.

Fundraising Event Organizer | STADIUM HIGH SCHOOL 2009 – 2013
Played a key role in planning, coordinating, and supporting numerous fundraising, leadership development, and community service activities for both the cheerleading team—as well as the student body as a whole.

EDUCATION & SOFTWARE SKILLS

B.A. Degree Program in Sociology | Pacific Lutheran University, Tacoma, WA (Graduation in May 2017)
Minor in Psychology; Merit Award Academic Scholarship Winner; 3.4 GPA

Graduate & Cheer Team Captain | Stadium High School, Tacoma, WA (2013)

Software Proficiency | Microsoft Office (Word, Excel, PowerPoint); SPSS; Event Master (event planning software); Social Media (Facebook, Twitter, LinkedIn, Instagram, Pinterest)