



Kristabell Johnson

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Profile

Looking for a career that will utilize my management, organizational and communication skills.

Experience

Owner, Driver, Dispatch D and K's Family Limo LLC, 2004-Present

Communicated with drivers and clients on a regular basis in order to keep the customers needs met. Organized the reservations of the clients and managing the schedules of the drivers. Interview and hire most of the independent contractors. Train the drivers how to work with clients and show them the best routes to take in order to create a good experience for customers. Create and manage reservations for clients and enforced the rules and standards of the company. Involved in all aspects of the company.

USPS, City Carrier Assistant, 03/2017- 07/2018

Sorted misrouted mail into the proper addresses on a route. Prepped and organized routes for other people than prepped the route then delivered the mail. I did collections and would help with other routes when necessary. Delivered packages and mail to where they needed to be delivered. Picked up mail from people mailboxes, drop boxes and businesses. Communicated with the office and would analyze the route to tell my supervisors how long it would take to complete a route with the volume of mail that was being carried. Took instructions from supervisor and then completed the tasks assigned. This job required a lot of organization communication and being able to work by myself and in a team. Communicated with clients and helped them when possible or redirected them to my supervisor.

Mail Room clerk, MetLife, 2001- 2006

Balanced the assigned daily tasks and new tasks as they arise and train new hires their job. Worked independently or on groups to accomplish the onetime delivery or distribution of mail. Prioritized and worked closely with the manager in order to

insure a great working environment. Guided coworkers when needed on order to get everything accomplished in a timely manner.

Education

University of Denver, Denver CO / September 2020 - March 2021

Coding Bootcamp that has taught front end and back end of coding in a 24 month period. I have learned HTML, CSS, Javascript, jQuery, Node, Front End and Back End website management.

Sports Management World Wide, Portland OR / 2014

Athlete Management Certificate, 2014. Training included: agent regulations & player association legalities, contract negotiation, endorsements, sponsorships, ethics, collective bargaining agreements, draft preparation, marketing and recruiting. (Mentored by NFL Agent, Dr. Lynn Lashbrook)

Pensacola Christian College, Pensacola FL / 1995-2000

Major: Home Economics Minor: Speech

Skills

Excellent Critical Thinking Skills, Organized, Communicate Well With Others, Leader, Adapt To Different Situations Well, Assertive, Detail Oriented, Attentive, Diplomatic, Concise, Good At Negotiating , Open Minded, and Listen Well, Willing to Learn

References

Dr. Lynn Lashbrook. President (503) 445-7105 Sports Management World Wide
Teresa Rios (720) 840-5654 Friend and Coworker//D and K's Family Limo Ilc
Melanie Donato 937-232-8539 Friend
Lynn Nowakowski 720-318-6713 Manager from MetLife