

# MICHAEL JOHNSON

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Online Portfolio: <http://www.behance.net/themichaeljohnson>

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## **SKILLS & ABILITIES** Proficient with Microsoft Office Suite (Word, Excel, Powerpoint, and Outlook)

Proficient with design and editing software including but not limited to:

Adobe Creative Suite (Photoshop, InDesign, and Illustrator CS6)

Adobe After Effects CS6

Final Cut Pro 7 & X

CMS: iWeb, Joomla, and WordPress

Experience in database software including: AS400, PeopleSoft, and Microsoft Access

Experienced in Customer Service, Human Resources, Office Management, and Retail Management

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## **EXPERIENCE** **MULTI-MEDIA PASTOR FAMILY CHURCH BRYANT 501.847.1559**

5/09 – 1/13

Created all print and digital media including but not limited to: direct mail campaigns, information cards, event posters, message slides, web graphics and banners, door hangers, advertising (both digital and printed), business cards, logos, websites (created and maintained), social media creation and updating, letterhead, envelopes, banners (indoor and outdoor), yard signs, pledge cards, weekly TV program (record, edit, and deliver), weekly video announcements, stage lighting setup and broad-casting weekly messages online. My multi-media tasks were done alongside of being the office manager, director of two coffee shops, writer of weekly Sunday School lesson, weekly volunteer chaplain duties at local hospital, IT manager, planning of monthly singles events, and the event coordinator for all church/school/ranch functions.

## **FLP DIRECTOR FAITH LIBRARY PUBLICATIONS 918.258.1588**

9/05 – 5/09

Oversaw all wholesale transactions, interview/hiring of new wholesale representatives, coordinate all aspects of attending book conventions both domestic and international, assisted in new product development, assisted in development of advertising and approved final ads before placement, assisted in translating titles into Spanish and introducing them into Spanish speaking markets, tracked sales and trends within FLP and also in the book industry, and overseer of the special events sponsor coordinator.

## **HUMAN RESOURCES ASSISTANT PEMKO MANUFACTURING 805.642.2600**

10/04 – 8/05

Create and update HIPAA manual. Update and distribute employee handbooks to all employees in each location. Administrate dental benefits. Maintain and file all updates in employee files. Create new employee reviews for all employee and department types. Review and file resumes for employment applicants. Update pre-employment tests. Schedule all employee annual reviews and forward to department managers. Conduct pre-employment interviews. Oversee sexual harassment prevention training.

**REFERENCES CRAIG HAGIN, VICE PRESIDENT OF OPERATIONS**

KENNETH HAGIN MINISTRIES

918.607.1297

**NATHAN WINIECKI, DIRECTOR OF DEVELOPMENT**

FAMILY CHURCH BRYANT

501.765.0881

**DAN TAYLOR, SHIPPING AND RECEIVING DEPARTMENT MANAGER**

KENNETH HAGIN MINISTRIES

918.289.9546

**GEORGE SCHAEFER, VICE PRESIDENT OF MORTGAGE LENDING**

BANK OF THE OZARKS

501.993.0951