*6295 SW Main Ave Beaverton, Oregon 97008 503-810-5592 Jessicaljohnston176@gmail.com*

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| Jessica Johnston |

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| Education |

*Portland State University Portland, Oregon 2007-2011*

* ***Bachelors of Science – Criminal Justice and Criminology***
* *Graduated with a Bachelors of Science in Criminal Justice and Criminology, with a Minor in Political Science.*

*Portland Community College Portland, Oregon 2005-2007*

* ***Associates of Arts Degree***
* *Graduated with a 2-year Associates of Arts degree.*

*Southridge High School Beaverton, Oregon 2001-2005*

* ***High School Diploma (Social and Human Sciences)***
* *Social and Human Sciences Career Academy, Law focus*
* *Varsity Women’s Lacrosse Team (3 years) Captain (2 years)*
* *Key Club (Community Service Organization)*
* *Southridge Link Crew*
* *Student Leadership*
* *Yearbook (Managing Editor)*
* *Service Learning*
* *Peer Tutor*

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| Technical Skills/Proficiencies | | | | |
| * Microsoft Excel, Publisher, PowerPoint, Word, Works, Outlook, Office (all versions) | | | |
| * Quick Books | | | |
| * Quicken | | | |
| * 98 Words Per Minute, With a 97% Accuracy | | | |
| * Customer Service Skills | | | |
| Work Experience | | | | |
| January ‘10-December ‘11 | Reserve Officer Training Corps. | | Beaverton, Oregon |
| * **United States Army – ROTC Program** * Took part in the Portland State University ROTC Program. Attended LTC (Leaders Training Course) from June-July 2010 to learn how to expand my leadership skills. Also attended LDAC (Leader Development and Assessment Course) from June-July 2011. | | | |
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| January ‘05-May ‘11 | Remax Equity Group | | Portland, Oregon |
| * **Administrative Assistant** | | | |
| * Took part in various personal assistant duties such as calling clients, scheduling appoints, extensive data entry, typing, organizing, filing, collections, faxing, creating flyers, marketing, etc. | | | |
| June ’09-September ‘09 | Far West Fibers | | Hillsboro, Oregon |
| * **Receptionist/Scale Master** | | | |
| * Took part in weighing in and out recycling trucks and semis. Extensive computer work, including data entry, filing, organizing, faxing, answering multi-line phones, cash handling. Summer job.   December ’07-November ’08 Beaverton Nissan Beaverton, Oregon   * **Receptionist** * Took part in greeting customers, answering multi-line phones, extensive data entry, making appointments, computer work, filing, faxing, etc.   June ’07-December ’07 XO Communications Beaverton, Oregon   * **Customer Service Representative (Inbound)** * Took part in inbound customer service calls dealing with Sprint pre-paid phone cards. Helped Sprint customers with phone card issues, also took collection calls. Retention experience as well. Also took calls for Florida DMV renewals, and Massachusetts hunting licenses   September ’06-June ’07 24 Hour Fitness Beaverton, Oregon   * **Front Desk Receptionist/Kid’s Club** * Took part in greeting club members, checking in/out clients, paper work, filing, ringing up customers, register work, etc. Also worked in the Kid’s Club, watching children while members work out.   June ’06-September ’06 Starbucks Portland, Oregon   * **Barista** * Took part in taking orders, making and serving coffee, and other various drinks, counting money, issuing receipts, giving back change to customers, etc. Seasonal job.   September ’05-December ’06 Big Red’s Portland, Oregon   * **Waitress/Server** * Took part in greeting and seating customers, taking orders, serving food and drinks, issuing receipts, cash handling, giving back change to customers, cooking and cleaning, making and serving alcoholic beverages, etc.   February ’05-December ’05 Petsmart Beaverton, Oregon   * **Groomer – Bather/Brusher** * Took part in bathing, brushing, clipping various dogs and cats. Also, answering various phone calls, setting up appointments, greeting customers, selling add-ons, etc.   January ’04-February ’05 Petco Beaverton, Oregon   * **Groomer – Bather/Brusher** * Took part in bathing, brushing, clipping various dogs and cats. Also, answering various phone calls, setting up appointments, greeting customers, selling add-ons, etc.   September ’02-December ’03 Century Theatres Beaverton, Oregon   * **Box Office Cashier/Customer Service** * Registered transactions, issued tickets. Also worked in customer service with Customer Complaints and Refunds.   January ’02-December ’02 CompUSA Tigard, Oregon   * **Cashier/Customer Service** * Registered transactions, customer service, and stock assistance. Worked in Customer Service for Customer Complaints and Refunds/Exchanges. | | | |
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| Volunteer Experience | | | | |
| *Beaverton City Hall*  *Beaverton Resource Center*  *Southridge Women’s Lacrosse*  *Washington County Jail*  *Office of Neighborhood Involvement* | | *2003-2004*  *2004-2005*  *2006-2010*  *2011-2011*  *2011-2012* | |
| Interests and Activities | | | | |
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*Lacrosse Captain, Southridge Women’s Lacrosse Team 2003-2005  
ASB Treasure, Southridge High School 2004-2005  
Managing Editor 2003-2004*