

# Chelsea L. Johnson

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## Education

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### University of San Diego

*Bachelor of Arts in Political Science, Minors in English and Law and Ethics*  
GPA: 3.97

**expected May 2019**

*San Diego, CA*

## Achievements

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- Enrolled in the Honors Program at University of San Diego; 4.0 GPA in all honors classes taken
- USD Presidential Scholarship awarded for excellence in academics and extracurricular activities
- Advanced Placement Scholar with Distinction at South Medford High School
- Achieved highest OAKS (Oregon standardized testing) Reading score ever received at South Medford High School

## Experience

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### The Jacksonville Inn & Restaurant

*Lead Hostess*

**June 2015-August 2016**

*Jacksonville, OR*

- Communicated with managers, employees, and customers to provide highest standards of service
- Independently trained two new hosts and coordinated reservations and guest seating

### All Care In-Home Supportive Services, Inc.

*Administrative Assistant*

**June-August 2012 & 2014**

*Medford, OR*

- Meticulously and efficiently reconciled bank statements and filed paperwork
- Provided excellent assistance by completing tasks under tight time constraints

## Activities

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### University of San Diego, Center for Student Success

*Preceptorial Assistant*

**May 2016-Present**

*San Diego, CA*

- Works closely with the Chair of the Political Science department in organizing events and ensuring new student progress
- Provides crucial knowledge to freshmen about the inner workings of the University and the difficult transition to college
- Offers ample emotional, academic, and practical support through mentorship
- Responsible for the well-being, growth, and development of 19 freshmen

### Phi Alpha Delta Professional Pre-Law Fraternity

*Member*

**January 2016-Present**

*San Diego, CA*

- Assists in recruiting new members
- Demonstrates comprehensive knowledge of the mission and inner workings of the Fraternity
- Learns about the legal field and professional development through coordinating guest speakers

### USD Strings

*2<sup>nd</sup> Violin Player*

**January 2016-Present**

*San Diego, CA*

- Collaborates with other Strings members in order to form a cohesive unit
- Utilizes musicality, concentration, and teamwork in order to deliver stellar orchestral performances

## Service

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### The Mission at Carmen Serdan, Mexico

*Summer Volunteer*

**August 2014**

*Tecate, Baja California, Mexico*

- For three weeks, lived and worked at an orphanage for people of all ages with disabilities
- Carefully and compassionately tended to the many needs of the residents

## Skills

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- Proficient in MS Word, Excel, and PowerPoint
- Moderate proficiency in written and oral Spanish
- Interpersonal Skills, Writing, Communication, Organization and Diligence