

Alice H. Johnson

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Home Address:

3209 Avalon Pl.
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EDUCATION:

Vanderbilt University *Bachelor of Arts, May 2015*

Nashville, TN

Major: English; **Minors:** Corporate Strategy, French

Cumulative GPA: 3.511/4.00; **Major GPA:** 3.814/4.00

Dean's List: Sophomore, Junior, and Senior Years

SAT: 1590/1600

Vanderbilt in France *Fall 2013*

Aix-en-Provence, France

Study Abroad: Semester long program focused on French language, culture, and politics

EXPERIENCE:

Hines, *Management Intern, June 2015- Present*

Denver, CO

- Function as an assistant to both the Project and the Property Management teams
- Responsible for creating website and marketing materials using Angus and InDesign
- Daily routine includes answering tenant requests, processing invoices, shadowing construction sites, working reception, and reviewing Argus financial modeling and development materials

Moondance Adventures *Trip Leader, Summer 2014*

Asheville, NC

- Led 3 two week trips with 10-12 middle school students from a variety of backgrounds
- Taught outdoor wilderness and leadership lessons while living in tents and traveling in a 15 passenger van and Uhaul across North and South Carolina
- In charge of communication with parents and contractors regarding safety and logistics
- Oversaw meal planning, food budgeting, bulk grocery shopping, and cooking lessons

The Aspen Institute *Marketing Intern, Summer 2013; Event Intern, Summer 2012*

Aspen, CO

- Prepared and edited press releases and advertisements for Institute events in *The Aspen Times*
- Assisted Community Programs director to plan, set up, and monitor events such as the Aspen Ideas Festival with 3,000 attendees; managed guest lists and created email blasts
- Served as Community Programs accountant dealing with invoices and accounts payable
- Handled the Community Programs Hotline, fielding calls from speakers, donors, and participants
- Worked as an Event Intern for The Aspen Writers' Foundation during their 2012 Summer Words Festival, serving the needs of AWF team members, festival speakers, and public participants

Camp Ozark *Counselor, Summer 2012; Leader in Training, Summer 2011*

Mt. Ida, AR

- Lived among and mentored 10-12 high school students during Camp Ozark sessions, creating nightly discussions, facilitating team building activities, and coaching lower school campers

Relevant Coursework: Financial Accounting, Advanced Managerial Accounting, Introduction to Economics, Corporate Strategy, Entrepreneurship, and Advanced Marketing

Skills: Microsoft Office including PowerPoint, Excel, and Outlook; Raiser's Edge (Fundraising Software); Oracle (Pitney Bowes); Angus (Property Management Software); Adobe InDesign

Proficiencies: Conversational in French; Certified in Wilderness First Aid