

# Kimberly Johnson

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(509) 540-0397

## WORK EXPERIENCE

### Team Member / Under the Chuppah

San Leandro, CA / June 2018 - Present

- Assist hauling in/out, setting up wedding canopy
- Coordinate with appropriate staff

### Studio Manager / SF Studio Smith

San Francisco, CA / November 2017 - Present

- Prepare venue for events
- Oversee event operations
- Direct vendors and guests
- Conduct site visits for potential clients
- Maintain blog, website

### Event Host / Red Poppy Art House

San Francisco, CA / June 2017 - Present

- Communicate with artists and accommodate their needs
- Prepare sound equipment and venue for performances
- Manage volunteers
- Maintain stock, clean venue, set up chairs
- Account for and report admission and donations

### Assistant / Marigold Florists

San Francisco, CA / June 2018, temporary position

- Completed prep work for large events
- Installed large-scale art installation at venue
- Assisted in all tasks to open new shop

## VOLUNTEER EXPERIENCE

### Event Intern / Teens Act

Orem, UT / July 2015

- Assisted in planning event
- Oversaw event preparation and execution
- Managed catering staff and rentals
- Reached out to local businesses for donated items, silent auction

## EDUCATION

**Golden Gate University, San Francisco CA / B.A. in Management / 2016 - 2018**

## REFERENCES

**Julianne Quimbly, Red Poppy Art House** Julianne@redpoppyarthouse.org

(805) 2843758

**Julie Smith, SF Studio Smith** Jfoodsmith@earthlink.net (415) 613-2178