

# Maxwell Johnson

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Current Address: 145 Greek Park Circle • Athens, Ga 30605

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## EDUCATION

**The University of Georgia, Terry College of Business** Athens, GA

May 2020

Bachelor of Business Administration in Finance

Certificate in Entrepreneurship

Overall GPA: 3.46/4.00

### Relevant Coursework:

Accounting

Intro to MIS

Financial Statement Analysis

Macro/Micro Economics

Legal Studies

Business Statistics

Corporate Finance Theory

Intro to Marketing, Management,

and Finance

Business Calculus

Interpersonal Communication

Intro to Entrepreneurship

## WORK EXPERIENCE

**Bone Island Grillhouse** Athens, Ga

May 2018 – August 2018

A local steak and seafood restaurant that prides itself on its outstanding food and exceptional customer service.

- Use Point of Sale (POS) Software to assign patrons to tables suitable for their needs and according to rotation so that servers receive an appropriate number of seatings.

**RPL Digital** Athens, Ga

May 2018 – August 2018

A full-service business development and digital marketing firm that provide services to over 1000 clients across to globe.

*Digital Sales Marketing Intern*

- Studied and learned digital marketing and sales tactics such as SEO, PPC, and Facebook analytics as well as how to conduct a sales call
- Performed company research through observing 4-5 local business's social medias and website presence online and compiling that information into an excel spreadsheet to generate leads.

**Richland Waves Swim Team** Suwanee, Ga

The Richland Waves is a summer league swim team made up of children of ages 4-18. The swimmers practice 5 days a week and compete in meets against other teams.

*Assistant Coach*

May 2013 – July 2017 (Seasonal)

- Coached 110-140 children by teaching them the necessary skills and strategies to swim faster at competitions
- Met regularly with the executive board members to discuss issues and changes regarding the functionality of the team
- Supervised between 4-6 junior coaches by teaching them how to properly coach the younger children and handling all their issues with parents

**Private Lesson Swim Instructor** Suwanee, Ga

May 2014 – July 2018 (Seasonal)

I taught 30-minute private swim lessons to over 30 clients ages 2-15 throughout the summer.

- Managed client information using a spreadsheet to easily access and organize important material regarding each child
- Planned lessons using google calendar to maintain an organized schedule
- Built relationships with clients and their parents to ensure high customer satisfaction as my primary marketing effort was through word of mouth

## CAMPUS INVOLVEMENT

**UGA College Republicans**

- Executive Board- Membership Director December 2018 – Present
  - Serve as the Chief Recruitment Officer and responsible for planning and carrying out all recruitment activities
  - Maintain the member list and listserv
  - Supervise the Membership Development Committee
- Fraternity Outreach Director December 2017 – November 2018
  - Recruit new members from the 25 on-campus IFC fraternities by speaking to fraternity members at chapter meetings

**Pi Kappa Alpha Fraternity**

- Alumni Chair, House Improvement Chair March 2018 – Present

**Shop With a Bulldawg**

December 2017/2018

- Raised \$120 to take a child with special needs from an impoverished community shopping for holiday gifts

## SKILLS

Microsoft Excel  
Leadership

Microsoft PowerPoint  
Entrepreneurship

Microsoft Word  
Diligent

Interpersonal Communications  
Team Builder