

# Johann Christine Alcaraz

Marketing Assistant/Receptionist/Office Services Clerk at Miller Starr Regalia

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## Summary

An alumna of the University of California at Berkeley, Johann Christine is a prospective law student (currently a paralegal student) with a strong and seasoned administrative, marketing, and customer-service background. In July 2016, she began her MBA candidacy for Smartly's highly selective inaugural program. She has a huge heart for—and is interested in building a career in—public interest and social justice. She is also intrigued with the prominently emerging field of fashion law.

As a highly-motivated worker, she prides herself in proving her worth and is open to any challenging and edifying opportunities that come her way.

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## Organizations

### **Alameda County Legal Secretaries Association (ACLSA)**

Student Member

May 2016 to Present

### **National Society of Leadership and Success (Sigma Alpha Pi)**

Presidential Member

April 2013 to Present

Presidential Members achieve a 3.3+ GPA.

The Society is the nation's largest leadership honor society. Students are selected by their college for membership based on either academic standing or leadership potential. Candidacy is a nationally recognized achievement of honorable distinction.

The Society also provides a step-by-step program for members to build their leadership skills through participation at their campus or online. Upon completion of the program, members receive their leadership certificate and take their place among the top student leaders at their campus and across the country.

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## Education

### **University of California, Berkeley**

Bachelor's Degree, Legal Studies (Major), Asian American & Asian Diaspora Studies (Minor), 2009 - 2012

Grade: 3.462 GPA

Activities and Societies: Sigma Alpha Pi (The National Society of Leadership and Success), {m}aganda magazine, Intervarsity- Kapwa, Pilipin@ Community Council Representative, Dwinelle Hall Breakers, Oakland Asian Student Educational Services (OASES), YWCA Pre-Kindergarten Enrichment Program (PEP), Pilipino Cultural Night (PCN), Restorative Justice for Oakland Youth (RJOY)

### **San Francisco State University**

ABA-Approved Paralegal Certificate, Legal Assistant/Paralegal, 2015 - 2017

Grade: 3.75 GPA

Activities and Societies: Bay Area JusticeCorps

### **Smartly MBA Program**

Master of Business Administration (M.B.A.), Business Administration and Management, General, 2016 - 2017

### **Vallejo High School**

High School, High School/Secondary Diplomas and Certificates, 2005 - 2009

Grade: 4.3714 GPA

Activities and Societies: California Scholarship Federation (CSF), Leadership, AP Club, Academic Decathlon, Filipino Club, Chess Club, Colorguard, Powder Puff

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## **Experience**

### **Marketing Assistant/Receptionist/Office Services Clerk at Miller Starr Regalia**

February 2016 - Present (6 months)

- Assist Director of Marketing and Business Development
  - Logistical planning and organization for marketing events; database maintenance; client relations
  - Research and publication preparation for firm proposals
  - Maintain and update company website; assist in website/blog development
- Manage satellite office of 5 Shareholders and 1 Legal Assistant
  - Receptionist and general office support (e.g., supply requisition, correspondence flow, etc.)
  - Notarial services

### **Server/Bartender at Cafe V (Venezuelan Cafe)**

June 2016 - Present (2 months)

Catch me working on the weekends~

Check us out on Yelp: [www.yelp.com/biz/cafe-v-berkeley-5](http://www.yelp.com/biz/cafe-v-berkeley-5)

### **Notary Public at Notary Public for the State of California**

December 2015 - Present (8 months)

- Commissioned Nov. 13, 2015; Term ending on Nov. 12, 2019.
- Commission Number: 2133696

### **Member at Faith Bible Church Of Vallejo**

2009 - Present (7 years)

Ministries

- Education
  - Bay Area Sunday School (BASS) Convention
- Worship Team / Choir

- Performing Arts
- East Bay Bible Study (EBBS)

### **Manager at Molly b. Stores**

September 2012 - January 2016 (3 years 5 months)

- Managed 7-10 saleswomen and 1 Receiver
- Personal Assistant to Owner
  - Staff liaison
  - Frequent correspondence between 100+ vendor accounts and 20+ professional networks
  - Attend fashion markets
- Responsible for all Operations, Training, and HR for 2 storefronts
  - Inventory Receiving/Transfer/Maintenance
  - Merchandising/Visuals
  - Scheduling
  - Payroll
  - Hiring
  - POS Technical Support/Training
  - Prepare and analyze daily, weekly, and monthly sales reports
- Organize and maintain backroom/office; general office duties and support
  - Accounts Receivable
  - File Management
- Sales; Customer Service-oriented duties:
  - Clienteling
  - Client satisfaction ratings up 25%; issue rectification down 80%
  - Product Knowledge and Customer Service Training

### **Barista at Metropolitan Coffee and Concessions**

August 2014 - March 2015 (8 months)

- Proudly brewing Peet's Coffee & Tea
- Express service to commuters inside the Embarcadero BART station

### **Client Services at Louis Vuitton via Volt Workforce Solutions**

October 2014 - December 2014 (3 months)

- Expedited 3-week training to help with increasing demand during the Holidays
- Learned 5 new programs in 3-week span
- Averaged 80+ calls per day using Cisco Multi-Line System

- Exceeded \$25,000 monthly sales goal

### **Field Researcher at Nichols Research, Inc.**

October 2014 - November 2014 (2 months)

- Conducted surveys and administered test materials to participants in a public setting
- 75% stranger-to-participant conversion; 100% performance rating

### **Server at Pasta Pomodoro, Inc.**

May 2014 - October 2014 (6 months)

- Responsible for serving assigned seating areas of approximately 5-10 tables

### **Sales Representative at Melaleuca: The Wellness Company**

October 2010 - October 2013 (3 years 1 month)

- Entrepreneurial Opportunity- Achieved Director III status, maintained Director II
- Multi-Level Marketing Strategy
- Supervised a team of 11 representatives
- Maintained monthly check-ins and facilitated collaborations for 50+ accounts

### **Teacher's Assistant at UC Berkeley**

July 2013 - August 2013 (2 months)

- Grader for ASAMST 141- Law in the Asian American Community

### **Intern at PacerPro**

June 2012 - January 2013 (8 months)

- Beta-testing PacerPro (SaaS) court docket database engine

### **Salesperson at The Walk Shop**

December 2011 - December 2012 (1 year 1 month)

- Expert shoe fitting of European Comfort Shoes and more
- Commission-driven environment
- Generated personal leads and built rapport with existing clients; ~80% retention rate

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## **Projects**

### **Land Use Developments Blog**

May 2016 to Present

Members: Nadine Nassif, Bryan Wenter, Johann Christine Alcaraz, Lisa King

Miller Starr Regalia's Land Use Practice Group has broad and deep expertise obtaining and defending approvals required to successfully develop real property. The firm's Land Use Developments Blog was created to provide practical information, judicial, legislative, and regulatory updates, tips, and guidelines on

cutting edge issues to those in the land use industry, including property owners, developers, public agencies, and technical consultants.

## **CEQA Developments Blog**

February 2016 to Present

Members: Johann Christine Alcaraz, Nadine Nassif, Arthur Coon, Craig Stevens

Miller Starr Regalia has been at the forefront of recent developments in cutting edge fields such as air quality and climate change-related laws, and its attorneys are established experts in environmental impact review of projects under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). Miller Starr Regalia's first blog, CEQA Developments, was created to highlight the firm's expertise in the area of CEQA law.

In addition to the blog, author Art Coon is also an Expert Contributor for the Association of Environmental Professional's (AEP) newly launched CEQA Portal - Case Law Database.

For more information, please visit [www.califaep.org](http://www.califaep.org) and [www.ceqaportal.org](http://www.ceqaportal.org).

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## **Honors and Awards**

### **Eula Mae Jett Scholarship**

Legal Secretaries, Incorporated

July 2016

2nd Place recipient of the 2016-2017 Eula Mae Jett "Plan C" Scholarship.

For more information: <http://www.lsi.org/scholarships/>

### **2016-2017 Chapter Scholarship**

Alameda County Legal Secretaries Association (ACLSA)

April 2016

Recipient of the 2016-2017 Alameda County Legal Secretaries Association- Chapter Scholarship under Category C for Career Change/Returning Student.

### **Salutatorian**

Vallejo High School

June 2009

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## **Languages**

**Tagalog**

(Native or bilingual proficiency)

**English**

(Native or bilingual proficiency)

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## **Volunteer Experience**

### **Tutor / Mentor at OASES**

February 2010 - April 2012

Oakland Asian Students Educational Services (OASES) makes up the biggest volunteer force in any after-school program of the Oakland Unified School District. The program recruits, trains, and appoints over 200 college mentors annually from UC Berkeley, Laney College and California State University East Bay to our after-school programs. Matched on a low 1:1 to 1:4 mentor-to-student ratio, our mentors provide individualized academic assistance and serve as role models to our youth participants.

### **Child Care at Celebrate Recovery**

April 2008 - January 2009

Find out more at Faith Bible Church of Vallejo: <http://www.fbcvallejo.net/celebrate-recovery.htm>

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## **Certifications**

### **Notary Public**

California Secretary of State License 2133696 December 2015 to November 2019

### **California Food Handler's Card**

American National Standards Institute License 2014-427477 April 2014 to April 2017

### **Finance: Time Value of Money**

Smartly by Pedago, LLC May 2016

### **Accounting I: Fundamentals**

Smartly by Pedago, LLC May 2016

### **Microeconomics I: Supply and Demand**

Smartly by Pedago, LLC May 2016

### **Marketing Fundamentals**

Smartly by Pedago, LLC May 2016

### **One-Variable Statistics**

Smartly by Pedago, LLC May 2016

### **Macroeconomics I: Fundamentals**

Smartly by Pedago, LLC May 2016

### **Two-Variable Statistics**

Smartly by Pedago, LLC June 2016

### **Microeconomics II: Shape Your Economic Worldview**

Smartly by Pedago, LLC June 2016

### **Microeconomics III: Markets and Externalities**

Smartly by Pedago, LLC June 2016

### **Macroeconomics: Economic Fluctuations**

Smartly by Pedago, LLC July 2016

### **Company Formation Law**

Smartly by Pedago, LLC July 2016

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## **Courses**

### **ABA-Approved Paralegal Certificate, Legal Assistant/Paralegal**

San Francisco State University	
Pleadings & Motions	PLS 395
Communication Skills & Legal Ethics	PLS 310
Computer Application in Law Practice	PLS 430
Introduction to Law & Civil Procedure	PLS 300
Legal Research & Writing	PLS 320

**Bachelor's Degree, Legal Studies (Major), Asian American & Asian Diaspora Studies (Minor)**

University of California, Berkeley	
Asian American History	ASAMST 20A
Asian Americans in Film & Video	ASAMST 171
Europe 1914 - Present	HISTORY 158C
Juvenile Justice	LEGALST 163
Asian Diaspora	ASAMST 131
Policing & Society	LEGALST 102
Law & Development	LEGALST 158
Chicanos & the Educational System	CHICANO 172
Racism & U.S. Law	ETH STD 144AC
Feminist Jurisprudence	LEGALST 189
The Craft of Writing II	RHET R1B
Developmental Psychology	PSYCH 140
Intro to Oceans	EPS C82
Race, Identity, and Culture in Urban Schools	AFRICAM C133A
Intro to Japanese Literature	JAPAN 7A
Law in the Asian American Community	ASAMST 141
Children's Literature	ENGLISH 80K
Surveillance, Privacy, and the Law	LEGALST 190.1
Business Probability & Statistics	STAT 21
Restorative Justice	LEGALST 190.3
Japanese Literature II	JAPAN 7B
Intro to Economics	ECON 1
Current Issues in Education	EDUC 190
The History of Thought in Environmental Design	ENV DES 10
Anthropology Reading & Composition	ANTHRO R5B
Globalization	GEOG 20
Gender in American Culture	GWS 50AC
Analytic Geometry & Calculus	MATH 16A
The Craft of Writing	RHET R1A

Principles of Business	UGBA 10
Intro to Human Nutrition	NUSCTX 10
Philosophy of Religion	PHILOS 11
Asian American Literature	ASAMST 172
Intro to Logic	PHILOS 12A

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### **Member**

Faith Bible Church Of Vallejo	
Soteriology	FBCV 2016
21st Century Issues: Wisely Contending	BASS 2016 Workshop
Speak the Word: Spoken Word As a Creative Arts Ministry and Outreach	BASS 2016 Workshop

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### **Independent Coursework**

Elder Abuse: Prevention, Detection and Correction	ACLSA 1.0 MCLE Credit
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### **Skills & Expertise**

**Retail Sales**  
**Microsoft Office**  
**Fashion**  
**Marketing**  
**Teaching**  
**Customer Service**  
**Public Speaking**  
**Administrative Assistants**  
**Retail**  
**Social Networking**  
**PowerPoint**  
**Assistant Work**  
**Facebook**  
**Time Management**  
**Sales**  
**Microsoft Excel**  
**Visual Merchandising**  
**Microsoft Word**  
**Event Planning**  
**Social Media**  
**Research**



**Community Outreach**

**Leadership**

**Management**

**Briefs**

**Fundraising**

**Legal Research**

**Legal Writing**

**Notary Public**

**Multi-line Phone**

**Administrative Assistance**

**Training**

**Social Media Marketing**

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## Interests

Singing, Breakdancing, Make-Up Artistry, Graphic Design, Digital Photography, San Francisco 49ers, Golden State Warriors, San Francisco Giants, Bible Study, Escape the Room, Bikram Yoga, Yosemite Hiking, American Sign Language, Couponing

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## Test Scores

**SAT**

Score:1980

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## 7 people have recommended Johann Christine

"The idea of recommending Johann is an honor because she has been joy to work with in the ministries at FBCV. Johann is very dedicated to improving her skills, knowledge, and talents in all areas of the ministry business that has actual applications to solving problems. She has always demonstrated the ability to ask for help, feedback, and advice to accomplish assigned tasks"

— **Benjamin Buggs**, *Ministry Director, Faith Food Fridays*, worked directly with Johann Christine at Faith Bible Church Of Vallejo

"I heard of Johann before I met her, while working as a young adults staff member at Faith Bible church of Vallejo. The young women I encountered in my community group was very enthusiastic for her studies in law and social justice. Full of questions, Johann regularly participated in group discussions probing the material with a zest for learning. However I was more struck by how she always prided herself on taking on challenging opportunities such as being a full time student at UC Berkeley while managing a shoe store. Her animated spirit and disciplined approach to life and learning made it a pleasure to be her community group leader. "

— **Phil Wong**, *Staff Member, Faith Bible Church of Vallejo*, taught Johann Christine at Faith Bible Church Of Vallejo

"Johann Christine is the consummate professional, while being a fun and empathetic boss. She created the protocol upon which the store runs, and beautifully. Always positive, hard working and creative, her efficiency means that the owner, the staff and the customers are all satisfied. She makes time for everything and will be a hard act to follow. I highly recommend Johann Christine!"

— **Suzanne Caffey**, *Sales Associate, Kingfisher Road*, reported to Johann Christine at Molly b. Stores

"As a creator and sender of promotional emails for Molly b Stores, I have had the pleasure of working with Johann in her capacity as the manager of Molly b Stores in 2015. In my experience, she does such a good job. She does what needs to be done when it needs to be done. She's competent, thorough, helpful, prompt and cheerful. And she's so lively and fun to work with, on top of all that. "

— **Kearney Buskirk**, was with another company when working with Johann Christine at Molly b. Stores

"I first met Johann in a course we both took at UC Berkeley about Asian Americans and education. During the class, I distinctly remember Johann approaching topics with unfailing zeal, a positive attitude, and a willingness to both learn and share knowledge. She represented her experiences eloquently with both honesty and thoughtfulness, which I believe reflects assets that can greatly aid her in communications at future career destinations. Since the class, I have heard of her involvement in numerous organizations on the Berkeley campus, producing quality work that perfectly aligned with the attributes she displayed in class. Johann would greatly strengthen the capacity and potential of any team she enters, and enrich both the dynamics of the organization and the quality of its outputs. "

— **Steven Cong**, studied with Johann Christine at University of California, Berkeley

"Johann's intelligence, native ability to collaborate, and enthusiasm for success all make her a worthwhile addition to any team. I give her my highest recommendation. "

— **Jesse W. Raskin, J.D.**, taught Johann Christine at San Francisco State University

"I have had the pleasure of knowing Johann since 2005, when we were school mates at Vallejo High School. Even before she went off to college and then became a savvy law-woman with top-notch managerial skills, she had a fierce competitive edge. This revealed her greatest strength in not backing down from any challenges. Johann is very logical and straight-forward, she is quick to understand and solve problems, and she is organized while still being flexible in response to surprises. Her presentations in school were thoroughly informative and also entertaining! Johann has proven herself time and again, throughout my years knowing her, to be a loyal and devoted person in all areas. This is just as true in her work, as she is incredibly passionate and puts in a great deal of effort to produce a good end result."

— **Brittany Barnwell**, studied with Johann Christine at Vallejo High School

[Contact Johann Christine on LinkedIn](#)