**MIKE JOHNSON**

2000 Lion Street│Youngstown, Ohio 44444│234-567-8900│johnsonm@outlook.com

**EDUCATION**

Youngstown State University – Youngstown, Ohio

Williamson College of Business Administration – AACSB Accredited

**Bachelor of Science in Business Administration,** December 2024

**Major:** Business Administration **Minor:** Marketing **Certificate:** Non-Profit Leadership

**Overall GPA:** 3.89/4.00 **Major GPA:** 3.94/4.00

**RELEVANT EXPERIENCE**

The Youngstown Foundation – Youngstown, Ohio

**Intern** January 2024 – Present

* Help restructure multiple facets of program operations, such as expanding the foundation’s support fund to better serve non-profits in the Mahoning Valley
* Form documentation to achieve national accreditation with the Council on Foundations so that the foundation may be recognized for its importance in the community and have access to important resources
* Assist in marketing the foundation to prospective donors and grantees by updating website, creating a brochure for display purposes, and increasing news and social media presence for foundation
* Evaluate foundation’s daily functionality to determine how to streamline operations and make more efficient through various means such as selecting, implementing, and training staff on how to operate software

**OTHER EXPERIENCE**

Accord Occupational Health Service – Girard, Ohio

**Office Assistant** June 2022 – August 2023

* Faxed, copied, and filed proper paperwork such as physicals, DOT test results, lab work, patient information sent to science labs for testing, and employer information
* Guided patients to appropriate stations and rooms throughout the building, such as hearing and eye screening rooms, bathrooms for DOT testing, chiropractic treatment rooms, and physical exam rooms while also notifying the doctor or nurse when the patient is his/her correct station and ready to be evaluated
* Answered phone calls to schedule appointments for patients and answered any general questions about the business from potential patients and companies to collaborate with to screen their employees

**ACTIVITIES**

**Member,** Sigma Alpha Epsilon August 2021 – Present

* Recruited 25 members of fraternity through building relationships and showing value of organization
* Updated and transformed local chapter by-laws to ensure applicability to the chapter
* Selected to represent Sigma Alpha Epsilon fraternity at local and national conventions (6 times at Youngstown State University and attended national leadership school in Phoenix, Arizona)
* Held numerous executive officer positions within chapter throughout time as a member, including treasurer, philanthropy chairman, and recorder

**Representative,** Student Government Association August 2021 – March 2022

* Initially selected to be 1 of 3 freshman representatives from over 175 candidates
* Acted as member of the Financial Appropriations Committee which distributed $155,000 of funds to 100+ student organizations

**HONORS & RECOGNITION**

President’s List, 3 semesters

Dean’s List, 4 semesters

Sigma Alpha Epsilon Service Award

**SKILLS**

Microsoft Excel, Word, and PowerPoint, IBM SPSS, and Tableau