

Annaliese Johnson

Student- Communication Studies

High-achieving college student with experience in serving others. Has proven customer service, organization, and communication skills. Familiar with best practices for serving and willing to learn. Experienced in building collaborative projects through multiple student organizations. Excited to work for an educational organization and gain real-world experience.

✉ annaliesejohnson78.aj@gmail.com

📞 661-805-5495

📍 Bakersfield, CA

EDUCATION

Communication Studies Bakersfield College

08/2019 - Present

4.0 GPA

Courses

- Communications B1-Public Speaking
- Interpersonal Communications
- History of Rock and Roll
- Student Success

High School Diploma Bakersfield High School- Bakersfield, CA

08/2016 - 12/2020

3.05 GPA

Courses

- AP/Honors Math
- Engineering
- AP/Honors Science
- AP/Honors English

WORK EXPERIENCE

Secretary Intern HOTELZRUS

06/2018 - 07/2020

Las Vegas, NV

Achievements/Tasks

- Filing
- Data entry
- Scheduling
- Hotel training classes
- Customer service
- Returning follow-up emails for customer support

Contact: Ernesto Mendez - Emendez@hotelzrus.com

SKILLS

Data entry

Filing

Computer Basics

Organization

Customer Service

Attentive to detail

Teamwork

Knowledge of Microsoft Platforms

ORGANIZATIONS

Project Lead the Way (2017 - 2020)

- Engineering

Society of Women Engineers (2017 - 2020)

- Elected to the student body board for three consecutive years, also worked as an outreach specialist.

Robotics Club (2017 - 2020)

- Coding and builder

Safe Schools (2018 - 2020)

- Acted as a Safe Schools ambassador for students at BHS for two years, acting as a liaison between the student body and faculty.

Future Doctors Club (2018 - 2020)

- Elected Vice President

Speech and Debate Club (2019 - 2020)

- Placed Second in Kern County Regional debate finals.

CERTIFICATES

Typing Certification (2016 - 2017)

30 WPM

INTERESTS

Volunteering and community involvement