

STEPHEN S. JOHNSON

sjohnson@aol.com

7082 East Woods Avenue
Ruston, LA 71270
(318) 254-0000

Keeny Hall #322
Ruston, LA 71272
(318) 257-0000

EDUCATION:

Master of Business Administration
Louisiana Tech University, Ruston, LA (May 20-)

Bachelor of Science, Management
Louisiana State University, Baton Rouge, LA (May 19-)
Magna cum laude

SKILLS AND

ACCOMPLISHMENTS:

Communication

- Conducted research and assisted in revision of agency handbook for sick leave and vacation benefits.
- Revised 250-page operational policies and procedures manual.
- Presented 35 motivational programs to groups of college students with average attendance of 75-100 people.

Management/Leadership

- Assisted in development of new Performance Appraisal Program. Developed forms for annual evaluation process.
- Supervised and coordinated work of three student staff who assisted in interdepartmental research project.
- Increased membership in student organization by 25 percent while serving as Vice President for Membership.
- Developed training program for fraternity pledges which resulted in 30 percent savings in training expenses.

Computer

- Proficient in use of Microsoft Word, WordPerfect, Excel, PowerPoint
- Knowledge of Web development, Internet, and Web resources

RELEVANT EXPERIENCE:

Graduate Assistant

Department of Management and Marketing
Louisiana Tech University, Ruston, LA (19- to 20-)

Summer Intern

State Farm Insurance, Monroe, LA (Summers 19- and 19-)

Student Assistant

Louisiana State University, Personnel Department (19- to 19-)

ACTIVITIES:

Delta Sigma Pi

- Vice President for Membership

Society for Human Resource Management

Sigma Nu Fraternity

- Pledge Trainer

Student Government Association