



# SARA K. JOHNSON

---

## CAREER HISTORY

**Project Coordinator, PacifiCorp, Portland, OR** November 2002- Present  
Responsibilities include coordinating Inventory data collection of PacifiCorp power poles; ongoing communication with vendor, contractors and internal employees related to project; analysis of data received from inventory; use of FastGate mapping software and database; management of field inspectors work load; provided training for field employees on equipment used for pole inspections. Received training in FastGate, Advanced Excel, Visio, Access and Project Management. Experience gained in project management, data management, mapping systems and inter-personal communication.

**Administrative Service Coordinator, PacifiCorp, Portland, OR** July 2002- November 2002  
Responsibilities include management of communications attachment applications in the PacifiCorp SE service territory; ongoing communication with PacifiCorp field offices and daily work in CICS work tracking system. Received training in CICS software, Access, Excel and communication with Licensees. Experienced gained in inter-personal communication with internal employees, dispute resolution and organizational effectiveness.

**Facilities Administrator, Facilities West, Portland, OR** November 2001- July 2002  
Responsibilities include administrative duties for Facilities department at PacifiCorp; administrator of Vantive customer operations software; organizational data entry; and coordination of small moves/ adds/ changes as well as providing customer service for PacifiCorp in Portland and Oregon field offices. Received training in Vantive system, facilities organization and coordination. Experience gained in organizational communication, coordination with customers and vendors, knowledge of facilities capabilities and multitasking in a high-volume department.

**Sales Coordinator, SmithCFI, Portland, OR** March 2000- November 2001  
Responsibilities include accurate implementation of furniture orders; coordinating delivery, receipt and installation of product with sales staff, customers, vendors and company dispatcher; acting informational source to all cross departments for final order entry; participated in merger of two companies, refining two departmental processes into one. Received training for furniture product and project management. Experience gained in coordination of multiple tasks for simultaneous projects, and streamlining processes to produce better performance effectiveness and efficiency.

**Assistant Teacher, Y's Choice YMCA Day Care Center, Portland, OR** November 1999- March 2000  
Responsibilities included assistance in teaching curriculum to Pre-Kindergarten and Toddler age classes. Coordinated activities and projects for classes including art projects and day trips. Experienced gained in organizational skills and patience.

**Account Representative, Mikimoto America Co.; Ltd., New York, NY** June 1997- October 1999  
Responsibilities included stewardship of accounts and ongoing communication with customers and buyers including travel. Conducted seminars and training for customers on MK brand of jewelry. Implemented Public Relations Proposal for MK including complete press kit with press release, marketing research and ongoing Public Relations plan. Experience gained in customer service, marketing research, public relations as well as organizational skills including implementing multiple projects simultaneously.

**Public Relations Assistant/ Intern, Rogers & Cowan Public Relations Agency, New York, NY** January 1997- June 1998  
Responsibilities included management of organization of media participants for the 1997 Grammy awards. Maintained contact with clients through phone, Internet and personal communication. Negotiated spots for media participants. Assisted in set-up for pressrooms on Grammy night. Talent escort during Grammy Ceremony. Experienced gained in knowledge of Public Relations industry, marketing, customer service, and music industry.

## EDUCATION

**Marymount Manhattan College, New York, NY** September 1996- June 1999  
Bachelor of Arts in Communication Arts

**University of Wisconsin Milwaukee, Milwaukee, WI** September 1993- June 1995  
Liberal Arts Major

## SKILL SUMMARY

Expertise in Microsoft Word, Excel, Power Point; Working knowledge of MS Access, Visio, Pagemaker, MS Project, Director, Publisher and Illustrator; Conversational Spanish and ASL.