

Juna Johnson

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706 Indiana Ave.
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248 Marsteller St. Apt 1
West Lafayette, IN 47906

EDUCATION

Purdue University - West Lafayette

Bachelor of Science/Food Science

Minor in Communication

May 2020

GPA: 3.17

WORK EXPERIENCE

Purdue University Office of the Registrar

Student Intern (Fall 2017, Spring 2018)/Clerk

Sep 2016-Present

- Regulated enrollment certifications, transcripts, and other academic records.
- Filed records into an online system.
- Aided students with registration for classes and other records.

Purdue Memorial Union

Lead Building Manager

Feb 2019-Dec 2019

- Assisted the Operations Manager within PMU to create procedures for the Building Managers to follow
- Performed safety inspections for all operational entities within the PMU
- Assisted tenants within the Purdue Memorial Union, including delivering mail and helping with maintenance issues

Manufacturing Solutions, International

Quality Assurance Intern

May 2018- Aug 2018

- Created documents for product on hold and awaiting disposition
- Created Micro-environmental maps for swabbing
- Developed a plan of action for production facilities in preparation for external audits.
- Performed internal audits

LEADERSHIP EXPERIENCE

Purdue Student Union Board

Vice President of Personnel

Sep 2016-Present

Jan 2019-Dec 2019

- Organize and facilitate member relationships
- Develop programming to improve morale and group cohesion
- Create new initiatives with the rest of the executive board to promote organizational development
- Managed a budget of \$24,000

Director of Entertainment

Jan 2018-Dec 2018

- Coordinated events and programs for Purdue students.
- Delegated roles among committee members.
- Collaborated with other board members to create high morality within the organization.
- Managed a budget of \$90,000

Executive Project Leader for Morale

Jan 2017-Dec 2017

- Coordinated the monthly board meetings directly with the Vice President of Personnel.
- Organized frequent social events to promote morale and comradery within the organization.

Purdue University Choir

General Member

Aug 2017-May 2019

- Maintained a level of professionalism with fellow members
- Utilized time-management skills in coordinating rehearsal times

AWARDS

Dean's List

Fall 2016

Porter County Community Foundation Scholarship

2016, 2017, 2018, 2019

President's Scholarship

2016, 2017, 2018, 2019

Dale McHenry PSUB Scholarship

2017, 2018, 2019

Provost Summer Scholarship

2018

Russell Jane Clark Scholarship

2019

ACHIEVEMENTS

ACUI Conference

November 2017, November 2018, November 2019

Study Abroad in Siena, Italy

May 2019-June 2019

REFERENCES

Chelsea Harris

Assistant Director of Programs and Recreation- Purdue Memorial Union

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