Courtney T. Johnson

9206 Cipriani Way ● Garden Ridge, TX 78266 ● (862) 432-3821 ● [Tatumcm@yahoo.com](http://us.f398.mail.yahoo.com/ym/Compose?To=Tatumcm@yahoo.com" \t "_blank)

**Education:** **University of Maryland, University College** Adelphi, Maryland

Masters of Distance Education- Teaching and Training Dec. 2013, 3.5 GPA

Graduate Certificate in Information Technology Infrastructure Current

**Howard University** Washington, D.C.

                         BA, Business Administration/Marketing, Cum Laude May 2010. 3.36 GPA

**Computer Skills:** Skilled in SAP software, Microsoft Suite, Lotus Notes, MAX database, Adobe InDesign and Captivate, Articulate Storyline, Desire2Learn, Cornerstone, and various online learning systems and course development tools

**Experience:**

Feb. ’14- Dec. ‘14 **Virginia Beach Public City Schools,** **Adult Learning Center, Virginia Beach, Va.**

**Program Planner**

* Identify and develop new and exciting courses and programs that meet the needs of the Hampton Roads residents, resulting in record enrollments and enthusiasm in the community
* Hired, manage, and supervise a staff of over 30 part-time instructors that deliver various courses in subject areas including technology, arts and crafts, music, leisure, entertainment, and career skills
* Direct daily Community Education operations within the school system and the various satellite locations across the state of Virginia
* Counsel students on a daily basis by assessing needs and abilities, recommending courses, and encouraging them to pursue the appropriate career path
* Design marketing materials, including the 35 page course catalog each semester and coordinates delivery of over 25,000 copies to the Hampton Roads area
* Negotiate contracts with media executives, curriculum and education providers, and commercial vendors to serve the purpose of the center while maintaining business operations standards and delegating appropriate
* Reorganized and restructured the Community Education department by writing, implementing and communicating official policies, procedures, and practices for effective operation

Jan. ’14- Jan ‘15 **Professional Standards Institute- Remote**

**Subject Matter Expert & Course Facilitator**

* Facilitate courses by answering questions and concerns, evaluating assignments, and promoting  continued learning on a daily basis
* Provide expert knowledge and advising on educational content relative to the sales profession for the  development of course materials
* Design, develop, implement, and evaluate online Professional Development courses which are  creatively designed for students to follow in an asynchronous and autonomous environment
* Demonstrate the successful use distance education techniques, methods, and pedagogy to create an  interactive teaching and learning environment through the use of multimedia and stimulating lessons

Sept. ’13- Jan. ‘14 **Tysinger Motor Company, Hampton, Va.**

**Certified Mercedes- Benz Marketing Agent/Consultant**

* Consults with customers to ascertain needs and wants regarding new and used luxury vehicles
* Sells and delivers the best product to the customer based on the needs and wants described, while building lasting relationships that will result in continued business
* Coordinates and participates in multiple community events to build the business and brand of Tysinger and Mercedes-Benz

June ‘11- Sept. ‘13 **Bryant & Stratton College- Hampton Campus**

**High School Admissions Coordinator**

* Promoted to the management role of Coordinator from an Admissions representative in December of 2012
* Responsible for building and maintaining relationships between high school administration, community partners, and Bryant & Stratton College by attending meetings, career fairs, and speaking engagements
* Developed and delivered workplace readiness skills training workshops in high school classrooms, exhibiting stellar communication, presentation, and classroom management skills
* Scheduled, coordinated, and implemented events for recruiting and branding efforts throughout the community, generating at least 100 new student contacts weekly
* Provided continuous supervision and training support to a team of high school admissions representatives and presenters, ensuring that weekly goals are met and duties are completed as assigned

May ’09- June’11 **Abbott Laboratories- Hampton, Va.**

**Sales Representative- Pharmaceutical Products Division**

* Created and executed an effective call plan while utilizing reporting tools to achieve territorial goals, which included maintaining the #1 position in the Washington, D.C. region
* Actively prospected new business and evaluated the sales potential of existing customers, which helped to successfully identify a new product speaker for Abbott
* Built and maintained trusting, mutually beneficial relationships with customers by effectively utilizing customer focused selling skills, distributing hundreds of samples and managing thousands of dollars in support materials in 10-12 calls daily
* Demonstrated ability to interact and cooperate with all company employees, communicating effectively, driving execution, fostering innovation and demonstrating a high level of integrity

**Affiliations and Service:**

* American Society for Training and Development, Member (2013- Present)
* The eLearning Guild, Member (2013- Present)
* Howard University Alumni Association (2010- Present)
* International Fraternity of Delta Sigma Pi, Iota Rho Chapter (Life Member), Newsletter Editor (2008- 2009), Vice President, Chapter Operations (2009-2010)
* American Military Partners Association, Hampton Roads Chapter (2013-Present)
* Faculty Advisor for Women of Positive Image, Bryant & Stratton Chapter (2011-2013)
* Various hours of community service