

Virginia Johnson

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Skills

QMHA certified, Microsoft Office, Google Suites, Organizational Skills, Reconciliation training/knowledge, Communication Skills, Multi-Tasking Skills, experience working with customers, and Volunteer Experience.

Experience

Cascadia Behavioral Healthcare / Residential Treatment Specialist

August 2020 - Current

At Cascadia Behavioral Healthcare, I worked in a secure mental health facility. Daily tasks would revolve around the needs and wants of the residents (medications, food supply, etc). I would encourage and teach residents daily living activities. In addition, when tensions ran high, I would provide coping support and talk them through it.

Portland Center Stage / Patron Services Representative

August 2019- March 2020

At Portland Center Stage, I started as a part-time employee handling day to day tasks involving typical box office duties. I was promoted quickly to a representative, where I now manage my own portfolio of patrons and make sure all of their needs are taken care of. Involves a lot of money handling, emailing, deposits, phone calls, and etc.

Portland State University Box Office / Administrative and Financial Assistant for Student Events

November 2016- April 2019

At the box office, I sold tickets to students and or to the public. Also, I used a system to rent lockers, provided information, reconciled events, and input/handle deposits.

Target / Retail Worker

October 2015- December 2015

At Target I worked the cash register and the customer service area. Also, I helped organize the sales floor occasionally.

Lj's Hauling / Receptionist

January 2012-June 2015

At Lj's Hauling, I worked as a receptionist. There I answered phone calls, filed papers, paid bills, and made arrangements for hauling jobs.

Old Navy / Sales Floor

November 2014- January 2015 (seasonal worker)

During this time I worked on the sales floor, I helped arrange displays, clean/organized the sales floor, and sold gift cards.

Education

Portland State University / Bachelors of Arts

September 2016- December 2019

Graduated with a Bachelors's in psychology and minors in business and criminal justice. Maintained a 3.5-grade point average.

Menlo College / Received 15 Credits

August 2015- December 2015

Although I was only there for a semester I was on the psychology major path.

Benson Polytechnic High School / Diploma

September 2011-June 2015

I graduated high school with a 4.0 the last year and majored in nursing.

Volunteer Experience

Clinical Experience/ Child Care

March 2015-May 2015 Chris's Daycare Center

Helped the daycare feed and change children's diapers. Also, I helped the children with their homework.

Clinical Experience / OHSU Veterans Hospital

October 2015-December 2015

At the veterans' hospital, I helped prep surgeries watch surgeries take place, and helped with paperwork and faxing.

Clinical Experience / Senior Care Home

April 2014- June 2014 Pacifica Senior Living Calaroga Terrace

At the senior care home I helped residents make beds, out of beds, cleaned rooms, took out the trash, and delivered food to their rooms.

Clinical Experience / Kaiser Permanente

December 2013- February 2014

At Kaiser, I helped direct people, learned how to put IV's in, and watched the process nurses take when talking to patients.

Rose Festival / Float decoration

May 2013-June 2013

During this time I helped decorate floats for all the parades during the summer.

TOP Program / Student Volunteer

September 2011- June 2012

In the TOP program, I helped create murals, picked up trash, read books to children, and volunteered at the Blanchet House. Gaining up to 50 hours of volunteer service.