

MICHAEL JOHNSON

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EDUCATION

The George Washington University

Washington, DC • Bachelor of Arts in Environmental Studies / Pre-Medical

Estimated Graduation Date: May 2012

Cumulative GPA: 3.7/4.00

COMPUTER SKILLS

- Adobe Photoshop, Dreamweaver, Illustrator
- PHP, XML, jQuery, HTML/CSS
- Microsoft Access, Word, Excel, PowerPoint
- Windows, Mac, Linux

WORK HISTORY

Federal Work Study Intern

Oct 2009 to Present

Office of Volunteer Recruitment and Selection, Peace Corps

Washington, DC

- Increased uniformity in recruitment and placement strategies by converting federal manuals into easily-accessible intranet documents.
- Developed a MySQL database in Access 2007 to aid in the analysis of incoming and outgoing employees.
- Assisted the department's Staffing Analyst—who was responsible for over 200 employees—by performing a variety of administrative tasks, including copying, faxing, scanning, file keeping, and mailings.
- Coordinated time-sensitive recruitment supplies with nine regional offices.

Actor

Nov 2001 to 2006

Disney Channel

Los Angeles, CA

- Hosted the two minute television segment "Mike's Super Short Show."
- Developed public speaking skills and audience engagement tactics.

EXTRA-CURRICULAR ACTIVITIES

Volunteer

Feb 2010 to Present

The George Washington University Hospital

Washington, DC

- Assisted nursing staff and engaged with patients in the only Level-1 Trauma Emergency Department within the District of Columbia.
- Provided support to the Director of Customer Service.

Student Body President

Jun 2007 to 2008

Etiwanda High School

Rancho Cucamonga, CA

- Organized events for audiences of 3,400 people, including rallies, dances, and football half-time shows.
- Created and implemented fundraising events that eventually raised \$5,000 for school activities.

EXTRA-CURRICULAR ACTIVITIES (CONT.)

President

Jun 2007 to 2008

National Honor Society

Rancho Cucamonga, CA

- Organized community service projects with 50 high school students and the local community.
- Contributed 100 hours of community service.

Entertainment Chair

April 2006 to 2007

American Cancer Society

Rancho Cucamonga, CA

- Developed and organized entertainment for a 24-hour fundraiser (Relay for Life) that raised \$100,000.
- Utilized social networking to secure live bands and talent groups for the event.

HONORS AND AWARDS

- Awarded GW Board of Trustees' Scholarship from 2008 to 2012.
- Final speaker at the Etiwanda High School 2008 graduation ceremony; an event attended by nearly 4,000 people.