

Rachel E.M. Johnson

Rachel_Johnson14@baylor.edu

Draper Academic Building 351
1420 S 7th St, Waco, TX 76706

(254) 710-4578

Education

- | | |
|--------------|--|
| 2020-Present | Baylor University, Waco, TX <ul style="list-style-type: none">• Ph.D. Sociology, expected 2025• Concentration: expected focus on the Nonprofit Sector and Urban Issues |
| 2018-2020 | University of Oklahoma, Norman, OK <ul style="list-style-type: none">• Master of Public Administration 2020• Concentration: Nonprofit Management |
| 2013-2017 | University of Oklahoma, Norman, OK <ul style="list-style-type: none">• Multi-Disciplinary Studies Bachelor of Science 2017• Concentration: The Nonprofit Sector: Development and Management |

Achievements and Awards

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|--------------|---|---|
| 2020-Present | Pi Sigma Alpha <ul style="list-style-type: none">• Chapter 20: University of Oklahoma | The National Political Science Honor Society |
| 2020-Present | Pi Alpha Alpha <ul style="list-style-type: none">• University of Oklahoma | The Global Honorary Society for Public Affairs and Administration |

Selected Experience

- | | |
|------------------------------|---|
| June 1, 2020-August 12, 2020 | Library Archives Contractor
Phillips Theological Seminary, Tulsa, OK <ul style="list-style-type: none">• Donation management• Archives processing• Data management and entry• Resource development with related organizations• Care and handling of fragile books and manuscripts |
| 2018-2020 | Graduate Research Assistant
History of Science Special Collections, University of Oklahoma, Norman, OK <ul style="list-style-type: none">• Research assistance for faculty, staff, and international scholars• Data management and entry• Evaluation of operational procedures• Development of collection maintenance procedures for rare materials• Student employee supervisor |

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- Development of employee training; training on library's computer system, training on collection's specific filing systems, handling of rare and fragile materials, and customer service development
- Development of rare book and library exhibits
- Special events team and planning

2015-2017

Student Assistant/Student Supervisor
History of Science Special Collections, University of Oklahoma,
Norman, OK

- Customer service
- Data management and entry
- Evaluation of operational procedures
- Development of employee training; training on library's computer system, training on collection's specific filing systems, and handling of rare and fragile materials
- Research support with rare materials
- Special events team and planning

2014-2015

Library Assistant/Student Supervisor
Bizzell Memorial Library Circulation Desk, University of
Oklahoma, Norman, OK

- Customer service
- Employee training; using the library's computer system, customer service development, and research support
- Circulation student supervisor responsibilities; opened and closed the main library, administered library permits to the general public, and directed customer service
- Aided library staff during emergencies; available to manage library entrances during tornado storms [certified tornado shelters within library], operated library outside of normal business hours, and managed public and student traffic
- Other clerical tasks as directed

Community Involvement

2011-2020

Personal Assistant to the Executive Director
Scissortail Productions Inc., Norman, OK

- Organized fundraising and concert events
- Marketed concerts to general public
- Assisted with event planning
- Organized board meetings
- Assisted with grant writing
- Strategic planning consultant
- Donor relations team member
- Donation and fundraising development team member

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- Administrative organization team member
- Other tasks as directed

2011-2020

Volunteer Caterer Director and Chef

Scissortail Productions Inc., Norman, OK

- Fundraising event planning team member; menu development and preparation leader
- Transport and event setup
- Completion of any task requested by the Executive Director and Artistic Director
- Maintained a clean, safe and sanitary work environment, equipment, and utensils
- Communicated any issues to the Executive Director and Artistic Director which could affect the fundraising event
- Instruct volunteer kitchen personnel in the preparation of event dishes and service of food

2017

Summer Special Event Coordinator

Luggage with Love, Norman, OK

- Donor Relations
- Data Management, entry
- Office Administration
- Event Marketing

2014-Present

Nonprofit Management Consultant

Various parties

- Organizational development and planning
- Advisement on board development and board recruitment plans
- Fundraising techniques
- Social media outreach
- Strategic planning procedures

Special Interests

2019

Korean Conversation Club

University of Oklahoma, Norman, OK

- Learning Korean
 - Completed two semesters under the beginner level
- Learning Korean Culture