

Terri P. Johnson

58020 Labauve Avenue * Plaquemine, LA 70764 * (225) 687-3987 * tjohnson@lsu.edu

ADMINISTRATIVE ASSISTANT

Top-notch assistant with 26 years experience coordinating office management and special projects with a high degree of efficiency. Provide high-level administrative support by conducting research, preparing reports, handling information request, preparing and electronically submitting grants, balancing grant accounts against the general ledger, manage and maintain supervisor's schedule, and perform other duties as requested. Maintain excellent communication skills, problem resolution abilities, multi-task performance, and a high level of confidentiality.

COMPUTER SKILLS

Windows XP, Microsoft Word 1997-2007, Excel, PowerPoint, Access, Adobe Acrobat, End-Notes, Outlook Express, PAWS, advance internet research, scanning technology, and computer calendar

EDUCATION

Bryan Station Senior High School	Graduate 5/70	High School Diploma
Tulane University	Graduate 5/03	Paralegal Associate Degree
Tulane University	Graduate 12/05	Bachelor of Arts Double Major: Social Sciences and Paralegal (GPA: 3.921)
University of Phoenix	Expected Graduation 1/09	MBA (Current GPA: 3.75)

HONORS

Cum Laude	5/03 & 12/05
National Dean's Honor Roll	7/05
Dean's Honor Roll	9/00 – 12/05
Alpha Sigma Lambda Honor Society	3/02 – 12/05
Golden Key International Honor Society	1/02 – Present
National Society of Collegiate Scholars	4/00 - Present

PROFESSIONAL EXPERIENCE

Louisiana State University, Department of Chemistry, Baton Rouge, Louisiana

Grant Coordinator and Assistant to Dr. Steven Soper (4/1/06 – Present)

- Grant management: Coordinate and format biographical sketches, current and pending support, and facilities; calculate and prepare budgets, and retrieve additional information as requested; proofread; prepare references using End-Note; internal routing of grants and reports electronically; and submitting reports and grants electronically
- Research information
- Schedule meetings, appointments, interviews, travel arrangements, and hotel accommodations
- Maintain Dr. Soper's calendar appointments
- Coordinate events and faculty recruitment

- Reimburse professors and graduate students
- Organized filing system and maintain master files on grants and correspondence
- Familiar with Office of Sponsored Research and Accounting rules and regulations
- Balanced grant account statements
- Prepare internal reports, correspondence and other documents
- Ability to organize and prioritize work assignments
- Ability to understand and apply written and verbal instructions and convey information
- Ability to communicate effectively with people
- Excellent written and oral communication skills

Tulane School of Medicine, Pediatric Endocrinology, New Orleans, Louisiana

Administrative Assistant to Section Chief, Dr. Robert Gensure (2/1/85 – 8/25/06)

- Office manager for the Section of Pediatric Endocrinology
- Maintained Dr. Gensure's calendar appointments
- Prepared, routed and submitted grants
- Received and answered correspondence
- Prepared annual reports, manuscripts, and other documents
- Maintained all accounting records and balanced statements monthly
- Scheduled meetings, appointments, interviews, travel arrangements, and hotel accommodations
- Researched scientific documents and other relative information

Attorney Clement Perschal, 110 Veterans Boulevard, Suite 340, Metairie, LA * (504) 352-1334

Paralegal Internship (3/01/02 – 5/31/02)

- Researched information for various litigation cases

REFERENCES

Steven Soper
 Professor of Chemistry
 Director of CBM2
 Louisiana State University
 (225) 578-1527
chsoper@lsu.edu

Karen Hammer
 Grant Specialist
 CBM2
 (225) 578-3596
khamme1@lsu.edu

Robert Gensure, M.D.
 Section Chief, Pediatric Endocrinology
 Ochsner Hospital and Clinic
 (727) 247-2488
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