

Juanita M. Johns

EXPERIENCE

July 2004 – Present: University of West Florida, Pensacola, FL

OFFICE SPECIALIST: Center for Environmental Diagnostics and Bioremediation. Started position as OPS Office Assistant; University Work Force position began December 2005. Currently assist the Office Administrator with the daily operations of the Center and Wetlands Research Laboratory, which oversees administrative activities, faculty offices and research laboratories. Responsibilities include: Prioritizing projects and requests on the computer, preparing reports, correspondence, completing administrative forms and documents such as travel authorizations and expense reports. Initiate online purchase requisitions; approve P-Card transactions; and prepare check requests and reimbursements. Assist with managing grant /contract budgets and maintaining files of several accounts. Process employee documents and personnel action forms; assist with Human Resource activities and payroll procedures. Provide administrative support and clerical assistance to the Director, Principal Investigators, faculty, staff, students, and outside visitors. Ability to work independently and efficiently, make recommendations, maintain confidentiality of employee's personal information and research projects. Update department website as needed. Familiar with Microsoft Word, Publisher, PowerPoint, Excel and Adobe Acrobat.

June 2001 – June 2004: RE/MAX Property Management, Pensacola, FL

ADMINISTRATIVE ASSISTANT / MARKETING DIRECTOR: Assist property manager in listing, leasing, and managing of residential properties. Responsibilities included: Data entry of new rental listings into Multiple Listing Service, company website, and management database. Assist in advertising of available rental homes, typing of contracts, correspondence to owners and renters. Process tenant applications, preparation of leases, collection of deposits and rents. Respond to tenant and owner concerns, including emergency maintenance calls. Assist receptionist with customer inquiries and meet with potential new clients.

January 1997 – June 2001: Lydia G. Davis, RE/MAX Horizons Realty, Pensacola, FL

ADMINISTRATIVE ASSISTANT: Assisted Broker by performing administrative duties as related to real estate transactions. Responsibilities included: Communications with sellers, buyers, potential customers and contractors. Ordered inspections, repair estimates, surveys, items needed to prepare for closings. Maintained broker's files, tracked sales, commissions and updated database. Entered listings and executed searches in MLS website and researched county tax records. Assisted in advertising through real estate publications, newspaper, photography, flyers and promotional mail-outs. Maintained Florida Real Estate Salesman license.

January 1996 – January 1997: Houseman-Carlisle Group, Inc., Milton, FL

INDEPENDENT DISTRIBUTOR: Engaged for the purpose of distribution of The Real Estate Book of Pensacola to predetermined locations on a regular weekly basis. Obtained new display locations. Assisted with advertising orders of The New Homes Map.

March 1992 – January 1996: Tom Jordan, RE/MAX Horizons Realty, Pensacola, FL

ADMINISTRATIVE ASSISTANT: Assisted broker by performing administrative and clerical duties as related to real estate transactions. Bookkeeping duties, including accounts payable, accounts receivable, bank deposits and account maintenance.

August 1989 – March 1992: Perdido Towers Condominiums, Pensacola, FL

MANAGER: 68-unit luxury high-rise gulf-front condominium complex with pool, tennis courts, racquetball courts, and boat dock. Responsibilities included: Administrative duties for daily operations of complex. Respond to maintenance requests by owners and renters. Maintain all association office records, books, accounts payable, accounts receivable. Assist with planning of annual budget and maintaining cost control preparation of financial statements, rental reports, and manager's report for quarterly board of directors meetings and annual owners meetings. Operation of 40-unit rental program including advertising, marketing, reservations, collecting and disbursing deposits and rents. Held Community Association Management license and Florida Real Estate Salesman license.

September 1983 – August 1989: SunTrust Bank/ West Florida, Pensacola, FL

ACCOUNTING ASSISTANT: Held position in the Accounting Department, which serviced 10 branches. Responsibilities included: Send and receive wire transfers of funds, notify customers, maintain files. Handle accounts payable and intercompany accounts receivable, general ledger entries, reconciliation of accounts. Prepare various reports, supplies requisitions, typing and filing. June 1984 - Transferred from the Bookkeeping Department, filing personal and business customer checks, answer customer inquires and transfer account funds.

December 1979 – December 1981: Glas-Col Apparatus Company, Terre Haute, IN

ACCOUNTING CLERK: Held position in small manufacturing firm of scientific equipment. Responsibilities included: Accounts receivable; entries in cash disbursements and sales journals, computation and preparation of payroll checks. Typing of various reports, invoices, letters, and transcription. Assist with cost work and maintain petty cash fund.

May 1977 – August 1979: Florida National Bank, (currently Wells Fargo Bank), Pensacola, FL

BOOKKEEPER: Held position in the Bookkeeping Department. Responsibilities included: Answering customer inquires, filing personal and business checks, preparing reports. December 1978 – Transferred from Proof Department, balancing daily transactions as a Proof Machine Operator. Microfilmed checks and prepared outgoing cash letters for clearing house financial settlement.

VOLUNTEER ACTIVITIES

University of West Florida Employee Benefits Committee: Member 2010 – 2012.

Educational demonstrations of Middle Eastern dance at area colleges and high schools. Dance performance at various art festivals. Participation in diversity, international and multicultural events in the Pensacola area since 1985. Organized annual Middle Eastern dance events and hosted workshops for traveling guest instructors. 1991 - 2011.

Pensacola Junior College International Education Committee: Member 1994 – 2005.

Pensacola Sister Cities. Past Board member and Treasurer: 1995 – 2004.

EDUCATION

August 1973 – June 1975: J. M. Tate High School, Pensacola, FL

August 1975 – June 1977: Pine Forest High School, Pensacola, FL

August 1975 – May 1977: George Stone Vocational -Technical Center, Pensacola, FL
Completed two-year program in Business Data Processing

September 1977 – May 1988: Pensacola Junior College, Pensacola, FL
Business-related courses for vocational and college credit (part-time student)

January 2006 – August 2006: Pensacola Junior College, Pensacola, FL
Art Major (part-time student)

August 2006 – Present: University of West Florida, Pensacola, FL.
Art History Major (part-time). Received Associate of Arts degree Dec. 2011 (3.89 GPA)

LICENSES

December 2000 – Present: State of Florida Notary Public