

Gregory A. Johnson

EDUCATION

Master of Business Administration, 1990, College of Business, Florida Institute of Technology
B.S., Aviation Management, 1987, College of Aeronautics, Florida Institute of Technology

CERTIFICATIONS and TRAINING

Fundamentals of Liquid Scintillation Counting (2-day), Radiation Safety Academy, December 2003
Mastering QuickBooks Software (2-day), Real World Training, July 2002
Radiation Safety in the Laboratory (4-hr), National Institutes of Health, March 2000
Radiation Safety in the Laboratory (1-day), National Institutes of Health, July 1995

PROFESSIONAL EXPERIENCE

2007 – Present Consultant, VirtuPRO Business Solutions, Ocean Isle Beach, NC

Providing practical solutions that are focused on small and start-up businesses and non-profit organizations. Delivering solutions as well as training and coaching in administration, business development, information technology, and management.

2009 – Present Owner, Almost NEW Consignments LLC, Ocean Isle Beach, NC

As managing partner, operating Brunswick County's largest furniture consignment business including marketing, sales, and service. Conducting all management functions including advertising, managing web presence, and daily store operations.

2008 – 2009 Administration, B&B Companies, Shallotte, NC

Performed administrative and financial activities of several small businesses for owners that were so busy doing the revenue generating work they were unable to manage their business. Provided financial management and bookkeeping including A/R, A/P, payroll, and tax reporting. Assisted with management and scheduling of staff. Answered customer calls and greeted customers who visited the sales office. Successfully dealt with customer satisfaction issues. Assisted with sales and services by maintaining inventories of promotional literature and a clean, organized and accessible sales office.

1995 – 2007 General Manager, Radiation Safety Academy, Gaithersburg, MD

Management of a training and consulting service employing 9 full-time staff with average annual revenues of over \$1.8 million for the last three years. Lead company to 300% growth in revenue over a six year period. Key successes included obtaining a multi-million dollar Federal contract in 2000, expansion of consulting services to include sample analysis and Internet based training, and the development and management of a computer database system that tracked student registrations and payments as well as documenting completion of training including examination results.

As the Dean of Administration, managed training facility that routinely provided over 80 sessions for more than 25 different classes and workshops annually. Was responsible for facilitation which included producing, stocking, and distributing student training materials; ensuring faculty had all necessary training materials, learning aids, and that the presentation equipment was operating properly; as well as delivering exceptional hospitality to trainees. Provided similar administrative service for each of the 20 or so training sessions conducted annually at client facilities.

Provided business management including contract negotiations, vendor qualification and selection, allocation of staff for optimum productivity, tracking and reporting of job progress, and conflict resolution. Directed production and implementation of various marketing activities including direct mail campaigns using newsletters and brochures along with electronic mail campaigns to warm market contacts. Also managed promotional merchandise development and sales. Conducted all office administration including accounts receivable, payroll, benefits administration and computer systems development and maintenance.

1990 – 1995 Aviation Planner, HNTB Corporation, Alexandria, VA

Airport planning and design, environmental impact and airport operations analysis. Performed computer based analysis and wrote technical reports to present the findings to airport sponsors, the FAA, and the public.

1987 – 1990 Associate Director of Admissions, Florida Institute of Technology, Melbourne, FL

Recruiting and enrollment of students for the School of Aeronautics. Implemented unique recruiting strategies and interview techniques to improve quality while increasing enrollment and retention of students with strong academic backgrounds. Specifically involved in the evaluation of candidates for enrollment in the university which included analysis of academic records, interviewing students and parents, and evaluation of transfer credits. Conducted regional recruiting activities and lead student orientation activities.

COMPUTER EXPERIENCE

Proficient user of computer systems including PC desktops, PC laptops, and peripheral equipment including printers, scanners, projectors, and networks (wireless and LAN). Conducted hardware and software purchasing and technical support, custom software development and Internet web site development. Expert in Microsoft Windows operating systems and Office software programs.

PROFESSIONAL ACHIEVEMENTS

Member, Delta Mu Delta National Business Honor Society

OTHER ACTIVITIES

Coordinator/leader of Men's Ministry events and studies (2004 – 2007) Oakdale Emory United Methodist Church. Adult Sunday School Teacher, Family Builders (2004 – 2005). Co-Leader of Bible Study, Teaching 28-week course called "Companions in Christ" (2003 – 2004). Teaching a 34-week course called "Disciple: Becoming Disciples Through Bible Study" (2000 – 2003).

Chairperson, Commission on Education, Oakdale United Methodist Church. Organization of Sunday school, pre-school, and summer camps; coordination of mission; administration of budgets; staffing of volunteer positions; short and long-term planning of goals and resources (1994 – 1999). Member of Management Information Systems Committee, Oakdale Emory United Methodist Church.

Providing on-call hardware, software and network technical support (1995 – 2004).

Youth soccer coach 1997 to 2009. Coaching various teams in recreational and competitive divisions with Montgomery Soccer, Inc. Received an E-License (certification as a youth soccer coach) from the Maryland State Youth Soccer Association in 2001.

President (2010-present) and director (2009-present) of Villas at Sunset Beach HOA. President (2007 to 2008) of Flower Hill Central Corporation (HOA), with 2,000 homes and a \$650K annual budget. On Board of Directors since 2003 (Vice President, 2006).