

# Cathy Johnson

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**Objective:** To use my knowledge, experience, detail, organizational skills and exceptional customer service skills to enhance a company's objectives.

**Qualifications:** Experience in the Mechanical Contracting field as well as extensive experience in the automobile industry with specific knowledge of marketing, sales support, administrative and legal functions.

## Employment:

*June 2007 – Current*

EfficientC  
Administrative and organizational duties for a variety of clients

*June 2007 – Nov 2009  
Part-Time*

W.G. Tomko, Inc., Harrisburg, PA      Asst Branch Manager/Asst  
Project Manager

- Manager responsible for organizing and running the Branch office and administrative support for the Branch Manager, Superintendent, Project Managers and Warehouse. Includes but is not limited to phones, maintaining office equipment, supplies for the entire branch, correspondence, submittals, change orders, job boxes, faxes, requisitions, purchase orders, transmittals, subcontracts, O&M's, tracking logs, project directory, scheduling turnover meetings, schedules and calendars, project start up, attend project meetings and bids, schedule of values, job cost breakdowns, bid reviews, maintain warehouse administration, track and maintain jobs at branch, project close out, MBE/WBE/DBE monthly minority reports, collection of change orders and final payments, assist field personnel with requests, hire and train office personnel, regular communication with Construction Managers, Architects, subcontractors, main office personnel, field personnel, etc.

*June 2006 – June 2007*

EfficientC (start-up)

*June 2004 – June 2007*

W.G. Tomko, Inc., Harrisburg, PA      Asst Branch Manager/Asst  
Project Manager

- Manager responsible for organizing and running the Branch office and administrative support for the Branch Manager, Superintendent, Project Managers and Warehouse. Includes but is not limited to phones, maintaining office equipment, supplies for the entire branch, correspondence, submittals, change orders, job boxes, faxes, requisitions, purchase orders, transmittals, subcontracts, O&M's, tracking logs, project directory, scheduling turnover meetings, schedules and calendars, project start up, attend project meetings and bids, schedule of values, job cost breakdowns, bid reviews,

maintain warehouse administration, track and maintain jobs at branch, project close out, MBE/WBE/DBE monthly minority reports, collection of change orders and final payments, assist field personnel with requests, hire and train office personnel, regular communication with Construction Managers, Architects, subcontractors, main office personnel, field personnel, etc.

Jan. 5, 2004 – June 2004      W.G. Tomko, Inc., Finleyville, PA      Administrative Assistant

Responsible for the following:

- Administrative support for two (2) Vice Presidents and a number of Project Managers, including submittals, change orders, job boxes, faxes, requisitions, purchase orders, transmittals, correspondence, subcontracts, O&M's, project directory, tracking logs, scheduling turnover meetings, MBE/WBE/DBE monthly minority reports, etc. Assist other areas, including answering main phone lines, mail. Corporate Relocation to the Harrisburg Branch Office in June 2004.

July 2003 – Nov 2003      Concept Food Sales, Pittsburgh, PA      Office Manager

Responsible for the following:

- Assisting business in creating a better flow of work between the two offices (Altoona location and Pittsburgh location). Travel to Altoona once a month to meet with employees and review flow of paperwork. Manage accounts, answer phones, presentations to Partners, etc.

Jan 2003 – July 2003 Miscellaneous Temporary Positions (*detail upon request*)

June 2002 – Jan 2003      Employment Searching (after move from Fla to Pittsburgh, PA)

April 1986 – June 2002      JM Family Enterprises, Inc. and subsidiaries, the largest Toyota Distributor in the United States. **Detailed as follows:**

Aug. 2001 – Jun 2002      Southeast Toyota Distributors, Deerfield Beach, FL  
Toyota Certified Used Vehicles      Sr. Administrative Specialist

Responsible for the following:

- initiation of new process for smooth flow of sales/support for current and new dealers in the Certified business;
- administrative support/coordination for vice president and sales manager of Certified program, including calendars and travel;
- management of heavy volume of calls from dealers regarding reporting (manual sales etc), questions about the program, materials, problems, classes for certification;
- daily sales tracking;
- regular correspondence with 163 dealers, including program updates, phone lists, and supply tracking;

- coordination and participation in Regional Team meetings (with field staff);
- creation of page in dealer web site for easy access to Certified information, month end reports and objectives.

*Jan. 1998 – Aug. 2001*

Southeast Toyota Distributors  
New Car Sales

Sales Coordinator/  
Sr. Administrative Specialist

- administrative/coordination support for 12-14 field sales managers and vice president of sales, including travel and transportation;
- dealer correspondence, including dealer sales updates, month-end reports, expense reports, itinerary; weekly packages to districts, monthly pay/commission statement, report payroll;
- information services support for district managers, including ordering laptops, printers, maintaining inventory, troubleshooting;
- regular correspondence with 324 new and used car dealers, including manufacturer product surveys;

*Feb. 1994 – Jan. 1998* JM Family Enterprises /Southeast Toyota

Executive Secretary

Legal

Responsibilities included:

- administrative support for four (4) attorneys (including travel and extensive dictaphone), including Senior Council;
- creation and maintenance of legal account log, legal files, and maintenance of legal library;
- assistance with implementation of legal software system, computer duties for legal department including chargebacks and computer inventory;
- coordination of reading /follow up files, indexing and organizing litigation/contract files;
- coordination of all department meetings/functions for department;

*April 1986 – April 1994*

World Omni Leasing, World Omni Financial Group, JM&A Group

Multiple and varied responsibilities within three units of the company, including:

- successful increase in volume of equipment leasing accounts (direct lease sales, finance/lease programs, etc);
- credit investigations and administrative support for credit manager;
- preparation of presentations/ materials for marketing department;
- daily phone contact with upper management on prospective accounts and schedule short term/long term dealer activities;
- maintenance of effective communication with equipment dealers/ manufacturers and distributors to further develop equipment division.

**Practical Skills/  
Attributes:**

Working knowledge of all Microsoft-based programs such as Excel, Word, Power Point, Outlook, etc.; Working knowledge of Web-based or Databased programs such as ProLog, Constructware, Facility

Dynamics, etc.; dictaphone transcription; organization and maintenance of administrative logs, marketing campaigns, reports, files, and manuals; highly organized and motivated; work well in a team.

**Education:** 1984. Cardinal Gibbons High School, Fort Lauderdale, Florida.  
General college preparation.

**Achievements:** Girl Scout - First Class Cadette  
Associate of the Year – Southeast Toyota Distributors  
Associate of the Quarter – Southeast Toyota Distributors  
WBE Certification – PA Department of General Services

**Community Involvement:** Very active in community, including company sponsored programs for the disadvantaged. (JM Family)  
Complete list of participation in volunteer projects available upon request.

**Family:** Married, 3 children.