



## Regina (*Genie*) Johnson

### Contact

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### Career Summary

My career progression expands over 20 years of increasing responsibility, working in the non-profit arena as a Ministers' Assistant and culminating with an Associate Director/leadership role at a Unitarian Church, before exploring broader horizons as a Science-based, Mindfulness Facilitator specializing in sound, and being a full-time student of Integrative Health at ASU.

### Skills & Abilities

- Personable, Professional Communication & Leadership
- Customer Service oriented attitude
- Expert Microsoft Office and Mac compatible software
- Google docs, various graphics software for social media updating... <https://youtu.be/63D5KzZwHCw>
- Extensive workshop planning and facilitating, Mindfulness classes, and volunteer recruitment and training.

"I work and play "hard" because as a Mindfulness Facilitator, the two are one and the same to me. Meditation changed my life. I want to do all I can to bring this transformative practice to the people that need it most."

- Genie J

### Education

#### **ASSOCIATE IN ARTS IN GENERAL STUDIES | MAY 2017 | MAGNA CUM LAUDE**

- Currently engaged in Arizona State University's innovative, online, Integrative Health Program!
- Completed 4 years coursework and licensing as a Spiritual Coach through The Holmes Institute 2013
- Sound Healing Certified through The Globe Institute of Sound and Consciousness in 2009
- Associate Degree from Collin College (focusing on Biology/Anatomy, Physics of Sound and Music..., with over 30 hours of transfer credits from University of Arkansas, Fayetteville in engineering studies)
- Member Phi Theta Kappa National Collegiate Honor Society

### Career Progression and Experience

#### **INDEPENDENT CONTRACTOR | THE SOUND MASSEUSE NOVEMBER 2009 – MARCH 2021**

- Services focused on restorative sound sessions, workshops, classes, and events,
- Some administrative and graphics design services contracts,
- Offering "sacred sound for sacred times," 11<sup>th</sup> hour hospice, memorials, and other events
- Website development and maintenance, Social Media Inclined – 1000+ LinkedIn, electronic and printed media kits, workshop planning and facilitation

**ASSOCIATE DIRECTOR OF CONGREGATIONAL LIFE | FIRST UNITARIAN CHURCH  
OCTOBER 2010 TO JANUARY 2013**

4015 Normandy Avenue Dallas, TX 75205 (214) 528-3990

- Our department was concerned with the overall sustainable morale and vitality of the congregation with emphasis given to the organizational mission.
- Coordinated the Small Group Ministry Program, responsible for recruiting and training high level volunteers, welcoming and congregational hospitality programs i.e. new member dinners, and other event planning for 400+ attendance i.e. community volunteer drives.
- Was promoted into this role from Administrative Coordinator for the Department

**ADMINISTRATIVE ASSISTANT | MCKINNEY PUBLIC LIBRARY SYSTEM  
AUGUST 2008 TO OCTOBER 2010**

McKinney, TX 75069 (972) 547-7560

- Assistant to the Library Director in administrative functions, daily City Hall cash reports, and library correspondence.
- Public liaison for library facilities and reservations, and between the Board and key staff
- Administratively supported the strategic planning process for the expansion of the library system.

**MINISTERS' ASSISTANT | CSL DALLAS & FIRST UNITARIAN CHURCH  
JUNE 2004 TO APRIL 2005 & APRIL 2006 TO AUGUST 2008 RESPECTIVELY**

4801 Spring Valley International (972) 866-9988 4015 Normandy Ave Dallas, TX 75205 (214) 528-3990

- Meticulously managed the Ministers' busy calendars and extensive travel arrangements.
- Managing Editor for and helped grow the distribution list of community newsletter (a volunteer position prior to being a paid one).
- Responsible for my own and leadership corporate cards and expense reports
- Assisted with researching and designing information packets for classes and helped with event coordination for weddings, memorials and other ceremonies.
- "Negotiated" Guest speaker contracts and event coordination
- Gaps in employment history represent time home raising three awesome daughters!

**ASSISTANT CLIENT BUSINESS MANAGER | OVERSEAS SERVICE CORPORATION, INC.  
APRIL 2003 TO JULY 2004**

Addison, TX (972) 991-9390 x2108

- Assistant Broker responsible for sales promotions and order processing for Military Exchanges and retail clientele including Hershey and Maybelline accounts.
- Authorized check writing and returns within budgetary parameters.
- Additional prior experience includes Customer Service Management in Furniture Retail and Administrative Assistance at Architectural Firm