

Krystal Johnston

Business Administration/Project Management

318.564.8618 

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Henderson, NV 

Linkedin.com/krystaljohnston 

Skills

Creative problem solving skills

Strong Customer Service skills

Time management skills

Management Skills

Microsoft Office

Detail Oriented

Multitasking

Adaptability

Education

Bachelor's Business
Administration/Project
Management
Southern New Hampshire
University
Manchester, NH

Associate's Business
Administration
Southern New Hampshire
University
Manchester, NH

Professional Summary

Resourceful problem solver who is adept at remaining calm in stressful situations and effectively assisting a variety of customers, as well as building trusted, loyal relationships with clients. A member of the National Society of Leadership and Success since 2021.

Professional Experience

Treasurer, Constellation Logistics, LLC., Henderson, NV, 2023 – Present

- Organizational Leadership
- Accounts Payable
- Accounts Receivable
- Payroll management

Key-holder, Sherwin-Williams, Henderson, NV, 2019 – 2023

- Customer Service
- Money Handling
- Shift Supervisor
- Delivery Scheduling

Assistant Manager, Earthbound Trading Co., Bossier City, LA, 2008 – 2011

- Supervisor over 5+ employees
- Customer Service
- Money Handling
- Budgeting of Hours
- Ordering and Receiving
- Training new hires

Customer Service Representative, Mr. Lumber Building Materials, Inc., Shreveport, LA, 2005 – 2007

- Customer Service
- QuickBooks Pro and QuickBooks Point of Sale
- General office skills: Microsoft Office, Invoicing, Estimates, Purchasing, Receiving
- Accounts Receivable
- Appointment Setting