

ALICIA JOHNSON
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SUMMARY:

Talented professional with over 30 years of experience in positions of increasing responsibility in public, private, and government organizations. Proven leadership ability and experience within the areas of project management, office management, fiscal management, event planning, problem solving, social media, and staff supervision. Proficient in Lotus Notes, Microsoft Outlook, Word, Excel and PowerPoint. Strong attention to detail and accurate proofreading skills. Excellent verbal and written communication skills. Organizational and planning skills with a demonstrated positive attitude and customer service aptitude.

EXPERIENCE:

Toyota Motor North America, Inc. (Plano, TX) - Social Innovation

Budget Analyst (November 2019 – Present)

- Coordinate with Division GVP and Finance to review fiscal year plans
- Manage the Budget/Forecast Process
- Develop the Annual Budget/Quarterly Forecast
- Input the Budget/Forecast into the system
- Coordinate critical financial activities and provide value added business expertise and guidance to support the Division Executive and their internal stakeholders.

Diversity & Inclusion Business Partnering Groups (BPG) Council & Sr. Administrator

(March 2018 – November 2019)

DAB/EDIC/NADIA Support

- Support Senior Manager in managing Diversity Advisory Board (DAB) member contracts/payments, lease car benefits, etc.
- Support Lead Analyst in executing DAB/EDIC/NADIA meeting logistics, travel, onsite support, etc.

BPG Conference Support

- Coordinate planning, payment and other logistics for annual BPG conferences, North American Women's Conference, African American Collaborative Symposium and others as they are developed to include a cross-affinity conference in the future.

Budget & Purchasing Coordinator

- Internal budget subject matter expert. Lead planning, tracking and reporting of budget status and forecasts, execute procurement actions (requisitions, purchase orders, change orders, contracts) and process invoices for goods & services.

D&I Data Support

- Visualize D&I strategy objectives, progress, gaps and countermeasures. Collect D&I strategy progress data (representation, dealers, suppliers, customers, community, etc.) and coordinate with D&I Academy to communicate as necessary.

Kelly Services- Toyota Motor North America, Inc. (Plano, TX)

Social Innovation (SI) - *Diversity & Inclusion Executive Administrator*

(May 2016 – March 2018)

- Manage D&I special projects from creation to execution (i.e. D&I event management; budget management).
- Lead administrator to the D&I North American General Manager and staff of Diversity & Inclusion.
- Plan, manage, and coordinate business executive meetings and business travel itineraries.
- Responsible for fiscal reconciliation and management of budgetary statements for SI Executives and department including: Amex expenses, 501c3 sponsorships, procurement operations and supplier/vendor invoice process.
- Support event management through design creation of advertising/branding Ads.
- Provide sub-functional support to 10+ Analysts within the D&I and Environmental Sustainability departments.
- Developed event project plan process to aid Analysts in successful event preparation and execution.
- Support the preparation, research and editing of Executive event remarks/speeches.
- System coordinator for companywide system roll-out processes and trainings including AKARIA, etc.
- Expert for e-market place system ordering within the Social Innovation department.

Ohio Minority Supplier Development Council (Cincinnati, OH) - *Director, Corporate Relations*

(January 2014 – May 2016)

- As the Director of Corporate Relations, my principal responsibilities included identifying and recruiting new corporate/public agency members as well as retaining existing corporate/public agency members. The Director of Corporate Relations works closely with the President of the Council to build innovative branding solutions and expanding existing corporate business to drive growth in both revenue (resources developed) and goodwill; resulting 45% increased membership.

Ohio River Valley Women's Business Council (ORV-WBC) - *Program & Event Coordinator*

(August 2013 – January 2014)

- Serves as the primary staff support in conducting site visits for the ORV-WBC region
- Conducts ORV-WBC presentations and interfaces at networking and outreach events
- Develops program materials, i.e. flyers, brochures, e-mail blasts, mailers and other marketing materials
- Manages updates to all social media outlets and coordinates all e-newsletter activities
- Collaborates with other agencies and organizations to promote ORV-WBC certification and recruit new clients

**Toyota Engineering and Manufacturing, Inc. - Event Coordinator, Supplier Diversity - Kelly Services
(September 2010 - January 2013)**

- Responsible for the planning and execution of all Toyota Supplier Diversity sponsored events for more than 5 regional minority supplier councils
- Coordinated and monitored event timelines; reviews, managed and analyzed event budgets
- Coordinated team member participation in tradeshow and was project lead for promotion of activities and special events.
- Co-lead for Toyota's largest Tier I and II, MBE and WMBE Supplier tradeshow event, Opportunity Exchange.
- Coordinated and managed various internal and external business partner relationships and media activity
- Established and maintained effective working relationships with co-workers, vendors, clients, and other job contacts

**PricewaterhouseCoopers LLP - Global Expatriate Tax Briefing Coordinator
(February 2006 - September 2010)**

- Responsible for the global coordination of international tax assignment consultations for expatriates
- Managed staff of three in the India global coordination office
- Coordinated required documentation for global tax compliance
- Drafted communications in response to IRS, state and local tax notices

**Convergys Corporation - Executive Administrator
(April 2002 - September 2005)**

- Provided administrative support to the Vice President & Treasurer, Vice President of Corporate Development, Sr. Director of Tax, and Director of Corporate Development
- Coordinated business meetings and travel itineraries both nationally and internationally
- Reconciled expense accounts and invoices for the department
- Prepared confidential PowerPoint presentations for Board of Directors

01/2001 - 03/2002 General Electric Company
Sr. Executive Administrative Assistant

04/2000 - 01/2001 Blue Chip Broadcasting
Office Manager/Executive Assistant

12/1997 - 04/2000 TechSoft Systems, Inc.
Executive Assistant

EDUCATION

1980 - 1982 Southern University - Baton Rouge, LA
Major: Communications (Radio & Television)
Minor: Business Administration

TRAINING/
DEVELOPMENT:

- Toyota Way Foundational Principles Training
- Operational Process (OPs)
- A3 Management
- Steven Covey Project Management Training
- Strengths Finders Training
- Microsoft Office 360