

Allison D. Johnson (AJ)

Objective: Motivated recruiter interested in gaining and expanding relationship-building, equity, and leadership skills. Seeking an executive position to make a significant contribution to the organization.

Professional Summary

- Worked with the Waukegan High School District 60 JROTC hiring team to maintain the current level of minority recruitment and retention at 43%
- Proven success in building exceptionally high-performing teams with over 17 years of experience leading and motivating a recruiting team to meet its objectives
- More than three years experience working at the executive level of an organization;
- Human Resource Operations with third-party contracts

Core Competencies

- Exceptional relationship management skills
- Cross-functional and cross-site team management
- Inventory and Records Management

Skills

- Proficient in Microsoft Suite, Word, Excel, PowerPoint
- Certified in Distance Education
- Proficient in operating various types of Audio Visual Equipment
- Certified Army JROTC Instructor

Employment History

Waukegan High School Aug 12 – Present

- Assist with the recruitment process by identifying qualified candidates
- Help with implementation of policies and procedures for hiring staff
- Oversee inventory, purchasing, and management of third party contracts
- Coordinate with the JROTC program teams, commander, and building leadership team to identify needs and resources for program budget
- Army Instructor for the largest Army JROTC in the USA with over 600 students
- Responsible for the teaching, training and mentoring of the Freshmen students
- Coach the JROTC Academic and Leadership teams
- One of seven lead mentor advisers for the 2013/2014 Freshman Class
- Created the first JROTC Newsletter that is distributed district-wide
- Created the nationally ranked armed drill team
- Coordinator of Operation Christmas Chair
- Cultivated relationships with civic/community and veteran organizations which led to organizations presenting awards to the cadets during JROTC Awards Night

Kenosha Military Academy Sep 09 – Aug 12

- Senior Army Instructor (SAI) – Program consisting of 171 Cadets
- Due to personnel shortage the only Army Instructor in the program for SY 2012
- Developed an Academic Team for the Kenosha Military Academy
- Implemented strict standards that all cadets adhered to (no first name basis)
- Enforced strict academic standards for all cadets in leadership positions
- Supervised and Coached the JROTC Color Guard Team, Drill Team, Academic Team and Raider Team (Color Guard performed at more than 30 events SY 2012)
- Lead Advisor for the Kenosha School District mentoring program for African American Males BROTHAS (Brothers Reaching Out Toward Higher Academic Success)
- Served on the Board of Director for an International Non-Profit Organization STARS (Scuba Training for At Risk Students)

United States Army Aug 83-Aug 09

- May 07- Aug 09 Recruiting Battalion Master Trainer Great Lakes, IL
- Responsible for the training of over 300 Soldiers and Civilians
 - Trainer for the Battalion Color Guard; performed at 5 Nationally Televised events
 - Safety Officer for – 300 Soldiers/Civilians, 205 GOVs, 45 facilities, 500 POVs
- May 05-May 07 U.S. Army Recruiting First Sergeant Loves Park, IL
- Directly responsible for motivating and training 40 Soldiers to achieve mission
 - Earned First Sergeant of the Year
 - Top Recruiting Company of the Year
 - Highest conversion rate of Recruiters
- Aug 03-May 05 HQs Recruiting Command Master Trainer Fort Knox, KY
- Managed the training for over 3,000 Recruiters
 - Created 13 new high quality leadership courses for junior leaders
- Aug 02-Aug 03 Training With Industry (State Farm Ins) Bloomington, IL
- Learned the Civilian Industry Best Practices and implemented in Army
 - First Solder from Army Recruiting to Train win State Farm Insurance
- Aug 99-Aug 02 Recruiting Large Station Commander Hackensack, NJ
- Selected as the Top Station Commander in the Battalion
 - Trained and Mentor 8 New Recruiters
 - The Highest conversion rate of recruiters
- Jul 98-Aug 99 Recruiting Company Trainer Norfolk, VA
- Motivated, Trained and Coached 45 Recruiters in the Art of Recruiting
- Sep 92-Jul 98 Recruiter/Small Station Commander Suffolk, VA
- Trained and inspired 5 recruiters (2 recruiters were of senior rank)
- Feb 84-Sep 92 Administrations Non Commissioned Officer Fort Bragg, NC

Education

Bachelor of Arts Degree in Business Management

Excelsior College, 2009

Master Degree in Organizational Leadership; Concentration in Diversity, Equity, and Inclusion

American College of Education, Expected July 2023

Training

Army Safety Course
Consideration of Others Course
Distance Learning Certificate (Indiana University)
Positive Behavior Intervention and Support Training
State Farm Training Program
Total Quality Management
U.S. Army Master Trainer Academy
U.S. Army Instructor Course
U.S. Army Trainers Developer Course
Army Logistical Course

Professional Organizations

Alpha Phi Alpha Fraternity, Incorporated
American Legion
American Society for Training and Development (ASTD)
Disabled American Veteran (DAV)
Lions Club
National Association Advancement for Colored People (NAACP)
National Education Association (NEA)

Waukegan Community School District 60 Participation

Black History Month Celebration Committee 2023-Present
Positive Behavior Intervention Support (PBIS) 2022-Present
Black Student Union (BSU) Advisor 2018-Present
Equity Advisory Council (WPS60) 2021-Present

Community Participation

Political Action Chair for the Lake County NAACP 2020-Present
Precinct Committeemen 2016-Present
Deputy Voter Registrar 2016-Present
Sunday School Teacher 2010-Present
American Legion 2017 - Present
Lake Villa Lions Club 2021-Present
CASA (Court Appointed Special Advocate) 2020-2022
Mayor Candidate for Lake Villa 2020
Zion Exchange Club Board Member 2010-2011