

Aureon Johnson

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EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

May 2027

Major: Management Information Systems

EXTRACURRICULAR EXPERIENCE

Member, National Association Of Black Accountants

September 2025 –

EXPERIENCE

Cutco, Millersville , MD

June 2025 – August 2025

Sales Representative

- **Demonstrates products** – Shows potential customers how Cutco knives and kitchen tools work, often through in-person or virtual demonstrations.
- Generates leads - Builds a customer base by reaching out to referrals, personal contacts, and community networks.
- Handles sales transactions- Takes customer orders, processes sales, and explains warranty or product details.
- Provides customer service - Start with action word, describe action, achievement or results, include relevant data

Cross Properties, Philadelphia,PA

December 2023- May2025

Concierge

- Delivered professional client-facing service- Ensuring a positive first impression and building strong resident relationships.
- Coordinated schedules and resources- Managing maintenance requests, amenity bookings, and vendor services to meet resident needs.
- Provided personalized solutions – Through strong communication, problem-solving, and local knowledge to enhance client satisfaction.

SKILLS Software: Microsoft Word, Excel, PowerPoint, Artificial Intelligence, Communication, Yardi
