

13- C-0416

First Reading

207

Committee _____
Date _____
Chair _____
Referred To _____

FINAL COUNCIL ACTION
 2nd 1st & 2nd 3rd
Readings
 Consent V Vote RC Vote

A COMMUNICATION BY
COUNCILMEMBER ALEX WAN:

RE-APPOINTING MS. CHAYNE
JOHNSON TO SERVE AS A MEMBER
OF THE ATLANTA COMMISSION ON
WOMEN, SCHEDULED TO BEGIN ON
THE DATE OF COUNCIL
CONFIRMATION.

Committee COC
Date 3/18/13
Chair _____
Action Hold (see rev. side)
Other _____
Members _____
Refer To _____

Committee _____
Date _____
Chair _____
Action _____
Other _____
Members _____
Refer To _____

CERTIFIED
OCT 07 2013
ATLANTA CITY COUNCIL PRESIDENT
[Signature]

CONFIRMED BY
OCT 07 2013
COUNCIL

Committee COC
Date 10/7/13
Chair yadrian
Action Hold (see rev. side)
Other _____
Members [Signatures]
Refer To _____

Committee _____
Date _____
Chair _____
Action _____
Other _____
Members _____
Refer To _____

CERTIFIED
OCT 07 2013
Ronda Daughlin Johnson
MUNICIPAL CLERK

MAYOR'S ACTION

- CONSENT REFER
- REGULAR REPORT REFER
- ADVERTISE & REFER
- 1ST ADOPT 2ND READ & REFER
- communication* PERSONAL PAPER REFER

Date Referred: 03/04/2013

Referred To: COC

Date Referred: _____

Referred To: _____

Date Referred: _____

Referred To: _____



13- C -0416

ATLANTA CITY COUNCIL

ALEX WAN
COUNCILMEMBER, DISTRICT 6
ATLANTA CITY COUNCIL

February 18, 2013

55 TRINITY AVENUE, S.W.
SUITE 2900
ATLANTA, GEORGIA 30303
MAIN (404) 330-6049
FAX (404) 658-6073
E-MAIL awan@atlantaga.gov

Ms. Rhonda Johnson,
Municipal Clerk
City of Atlanta
55 Trinity Ave., SW
Atlanta, GA 30303

CONFIRMED BY
OCT 07 2013
COUNCIL

Dear Ms. Johnson,

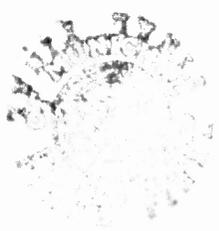
I would like to reappoint Ms. Chayne Johnson to the Atlanta Commission on Women. Her address is
This appointment will be for two years.

Please find attached her resume. If any other information is needed please let me know.

Sincerely,

Alex Wan,
District 6, Councilmember

CC: Yolanda Adrean, Chair, COC



----- OBJECTIVE -----

To join an organization in an executive management position that will effectively utilize acquired expertise, creative talents and commitment to excellence

----- PROFESSIONAL EXPERIENCE -----

September 1992-Present

Public Relations Consultant, Convention Models and Talent, Atlanta, Georgia

- Spokesmodel
- Create a professional image for companies
- Display and promote products via media and publications
- Increased exhibitor visibility and executed the client's message effectively
- Assisted in building lead counts
- Increased company's ROI
- Assisted with developing and implementing of marketing and promotional strategies including advertising campaigns, collateral materials, presentations and contests.

August 2004-Present

Court Support Specialist/Records and Documents Specialist, Fulton County Clerk of Superior Court, Atlanta, Georgia

- Examined and recorded all Real Estate and Non-Real Estate documents
- Verified all fees and applicable taxes before inputting into the system
- Completed and mailed rejection letters for all documents not in recordable form or without accurate costs
- Reconciled all daily financial transactions and prepared daily audit report
- Develop and coordinate criminal and civil cases and domestic law suits
- Document Tracking using court information systems

March 1999- August 2004

Event Manager, Roget's, Inc., Atlanta, Georgia

- Raised funds through corporate sponsorship by recruiting and securing advertisers for "The Festival Peachtree Latino"
- Assistant Chairperson and Fundraiser for the United Negro College Fund, "Mayors Masked Ball," doubled sponsorship revenues and generated new business
- Campaigned, coordinated and hosted special events for political candidates
- Organized travel, flight, accommodations, and car arrangements for executives and dignitaries
- Coordinated conferences, including arranging catering and business equipment set up



Chayne Johnson

Page 2

June 1996-September 2000

Marketing Account Executive, BellSouth Advertising & Publishing Company, Atlanta, Georgia

- Managed and monitored reports for South Florida Directories
- Prepared and inputted data into proprietary software
- Acted as liaison between sales and collectors
- Processed service order activity, billing advices, directory advertising orders, printing orders, queries, and other data necessary for producing white and yellow pages directories
- Handled customer and/or employee inquiries regarding accounts, departmental services and functions
- Conducted account analysis
- Performed client needs assessment and formulated recommendations to address those specific requirements

September 1992-June 1996

Project Manager, Dunco, Inc., Atlanta, Georgia

- Managed multiple demolition projects within the southeast
- Recruited and hired employees
- Instituted team building empowerment and employee training
- Improved productivity by reducing cost and decreasing turn over
- Maintained bi-weekly payroll
- Monitored project progress to ensure quality job completion
- Documented and videotaped demolition projects from beginning to end

-----EDUCATION-----

Bachelor of Science Degree in Business Management, Hampton University, Hampton, Virginia

Certificate of Completion, Construction Business Management Institute, Atlanta Metropolitan College for Hartsfield Atlanta International Airport

-----ACHIEVEMENTS-----

March 2008, Appointed to the Atlanta Commission on Women by Councilmember Anne Favvre
October 2008, Elected Corresponding Secretary, the Atlanta Commission on Women

