

# MATTHEW CALEB JOHNSON

2023

## CONTACT

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- Lawndale CA

## SKILLS

Communication  
Customer Service  
Dependable  
Team Building  
People-Oriented  
Social Networking  
Negotiation  
Honesty  
Integrity  
Leadership

## EDUCATION

**Faith Heritage Christian Academy**  
2004-2008  
Millington, TN | High School Diploma

**ACC- Austin Community College**  
2010-2013  
Austin, TX | Sports Training

**Baylor University**  
2013-2015 ( on hold )  
Waco, TX | Pre-Med in Sports Medicine

**Champion's School Of Real Estate**  
2018-2019  
Round Rock, TX | Relator License

## INTEREST

Working out  
Reading  
Health & Wellness  
Family Time  
Faith  
Sports

## PROFILE

To secure a position of employment where my strengths are rewarded and my weaknesses are challenged as well to expand my learnings, knowledge, and skills.

## WORK EXPERIENCE

### Model | Event Production

Matrix | Runway Waiters | PTL | Event staffing 365 2020-Present

- Award winning catering company with elite service and staff. Always have a knowledgeable, professional and eager team in any event. Main positions are bartending, serving and bussing.
- Brand ambassador at the highest of levels for brands and companies along side elite award shows, Premieres and television.
- Worked with brands such as Tiffany & co, Louie Vuitton, AP, Dior ,Channel and many more

### Event Director of Operations

Cincip LA - Hermosa Beach 2020-Present

- Communicated with suppliers, building mutualistic relationships
- Hired support staff teams of 55+ for events, ensuring dependability and professionalism for clients
- Orchestrated equipment rentals and contracted staff while
- Developing strong relations with 12+ event-related companies
- Budgeted events with clients, scoping out venues that met needs and negotiating contracts to fit 100% of budgets
- Invoices | Proposals
- Has worked over 200+ events

### Real Estate Agent

Cavalier Real Estate Group - Austin, TX 2019-Present

- Keeps up with local and regional market.
- Researches active, pending, and sold listings and reviews the daily MLS hot Sheet or Activity Report.
- Completes, submits, and files paperwork, such as real estate documents, agreements, and records with the proper state agencies.
- Plans and coordinates appointments, open houses, showings, and meetings with clients and other real estate agents.
- Develops marketing plans for listings and creates fliers, newsletters, and other promotional collateral responds to incoming emails and phone calls.
- Update websites, social media profiles, and blogs.

### Personal Assistant

Cavalier Real Estate Group - Austin, TX 2016-2019

- Answered the phone and took messages to clients and costumers.
- Shadowed lead agent of firm.
- Operate office equipments and direct incoming calls.
- Coordinate with sales team, agents and brokers for installing signage on properties • Secure public information on properties.
- Assist in selling homes and filling rental properties.
- Advertise available properties by posting photos and videos on the website.
- Schedule property tours for interested party.
- Collect and record payment received.
- Shadowed lead agent .