

# Rachel E.M. Johnson

[Rachel\\_Johnson14@baylor.edu](mailto:Rachel_Johnson14@baylor.edu)

One Bear Place #97326, Waco, TX 76798

(254) 710-4578

## Education

---

2020-Present	Baylor University, Waco, TX <ul style="list-style-type: none"><li>• Ph.D. Sociology, expected 2025</li><li>• Concentration: Community Analytics: Civic Engagement in the United States</li></ul>
2018-2020	University of Oklahoma, Norman, OK <ul style="list-style-type: none"><li>• Master of Public Administration 2020</li><li>• Concentration: Nonprofit Management</li></ul>
2013-2017	University of Oklahoma, Norman, OK <ul style="list-style-type: none"><li>• Multi-Disciplinary Studies Bachelor of Science 2017</li><li>• Concentration: The Nonprofit: Development and Management</li></ul>

## Achievements and Awards

---

2020	Pi Sigma Alpha <ul style="list-style-type: none"><li>• Chapter 20: University of Oklahoma</li></ul>	The National Political Science Honor Society
2020	Pi Alpha Alpha <ul style="list-style-type: none"><li>• University of Oklahoma</li></ul>	The Global Honorary Society for Public Affairs and Administration

## Professional Development & Active Projects

---

September 2021-Present	2021 Graduate School Annual Report, <i>Co-author Baylor Graduate School</i> <ul style="list-style-type: none"><li>• Assisting graduate school staff with the development of the annual report</li></ul>
August 2021-Present	2021 Summer Meals Sponsor Survey Report (SMSS), <i>Project Manager Center for Community Research &amp; Development</i> <ul style="list-style-type: none"><li>• Providing oversight for SMSS 2020 survey development and distribution</li></ul>
August 2021-Present	Graduate Student Association (GSA), <i>Sociology Department Representative Baylor University</i> <ul style="list-style-type: none"><li>• Attending GSA assemblies</li><li>• Member of the Policy Committee</li><li>• Advocating for graduate student resources and support</li><li>• Encouraging departmental collaboration between members</li><li>• Supporting current graduate students</li></ul>
July 2021-Present	Methodologies of Law School Curriculum and Programming that Results in a High Bar Exam Pass Rate, <i>Project Manager</i>

# Rachel E.M. Johnson

[Rachel\\_Johnson14@baylor.edu](mailto:Rachel_Johnson14@baylor.edu)

One Bear Place #97326, Waco, TX 76798

(254) 710-4578

## *Baylor Graduate School*

- Assisting the Baylor Law School with research on methodologies of law school curriculum
- Development of survey instruments

June 2021-Present

## *Dignity Study, Project Manager*

## *Center for Community Research & Development*

- Qualitative Research Study on the Concept of Dignity
- Developing the questionnaire and survey instrument
- Developing training materials for undergraduate interns

May 2021-Present

## *Cultural Capital Among Gifted and Talented High School*

## *Programs, Co-author*

- Development of project survey tool
- Consultation on data collection and analysis

May 2021-Present

## *World Vision, Project Manager*

## *Center for Community Research & Development*

- Developed a survey instrument
- Consulting on final report development
- Other projects as assigned

January 2021-Present

## *Comparing the Effect of Political Identity and Socioeconomic Status on Civic Engagement, Author*

November 2020-Present

## *Gentrification and African American Business Owners, Co-Author*

August 2020-Present

## *Undergraduate Consulting, Graduate Mentor*

- Provide guidance for undergraduates at all levels regarding their career goals
- Bolstering their social networks
- Assisting with the development and acquisition of career resources

August 2020-March 2021

## *2020 Summer Meals Sponsor Survey Report (SMSS), Project Manager*

## *Center for Community Research & Development*

- Provided oversight for SMSS 2020 survey development and distribution
- Developed the 2020 SMSS Report
- Provided oversight for undergraduate research interns involved in this project

## **Selected Experience**

---

August 19, 2021-Present

## *Graduate Research Assistant*

## *Graduate School, Baylor University, Waco, TX*

- Evaluating and revising the Incoming Student Survey
- Data analyst and assistant to the Annual Report
- Implementing various projects as assigned

August 18, 2020-Present

## *Graduate Research Assistant*

## *Center for Community Research & Development, Baylor University, Waco, TX*

- Completed the 2020 Summer Meals Sponsor Survey report

# Rachel E.M. Johnson

[Rachel\\_Johnson14@baylor.edu](mailto:Rachel_Johnson14@baylor.edu)

One Bear Place #97326, Waco, TX 76798

(254) 710-4578

- |                                 |   |
|---------------------------------|---|
| August 18, 2020-August 19, 2021 | <ul style="list-style-type: none"><li>• Provide oversight for undergraduate research internship course</li><li>• Proctored the ETS testing for the 2021 session</li><li>• Develop and conduct research projects as assigned</li></ul> Graduate Teaching Assistant<br>Department of Sociology, Baylor University, Waco, TX   |
| June 1, 2020-August 12, 2020    | <ul style="list-style-type: none"><li>• Provided support and oversight for introduction to sociology courses</li><li>• Provided support for other courses as assigned</li><li>• Implementing various projects as assigned</li></ul> Library Archives Contractor<br>Phillips Theological Seminary, Tulsa, OK   |
| January 2018-June 2020          | <ul style="list-style-type: none"><li>• Donation management</li><li>• Archives processing</li><li>• Data management and entry</li><li>• Resource development with related organizations</li><li>• Care and handling of fragile books and manuscripts</li></ul> Graduate Research Assistant<br>History of Science Special Collections, University of Oklahoma, Norman, OK  |
| June 2015-December 2017         | <ul style="list-style-type: none"><li>• Research assistance for faculty, staff, and international scholars</li><li>• Data management and entry</li><li>• Evaluation of operational procedures</li><li>• Development of collection maintenance procedures for rare materials</li><li>• Student employee supervisor</li><li>• Development of employee training; training on library's computer system, training on collection's specific filing systems, handling of rare and fragile materials, and customer service development</li><li>• Development of rare book and library exhibits</li><li>• Special events team and planning</li></ul> Student Assistant/Student Supervisor<br>History of Science Special Collections, University of Oklahoma, Norman, OK |

# Rachel E.M. Johnson

[Rachel\\_Johnson14@baylor.edu](mailto:Rachel_Johnson14@baylor.edu)

One Bear Place #97326, Waco, TX 76798

(254) 710-4578

January 2014-May 2015

Library Assistant/Student Supervisor  
Bizzell Memorial Library Circulation Desk, University of  
Oklahoma, Norman, OK

- Customer service
- Employee training; using the library's computer system, customer service development, and research support
- Circulation student supervisor responsibilities; opened and closed the main library, administered library permits to the general public, and directed customer service
- Aided library staff during emergencies; available to manage library entrances during tornado storms [certified tornado shelters within library], operated library outside of normal business hours, and managed public and student traffic
- Other clerical tasks as directed

## Community Involvement

---

January 2014-Present

Nonprofit Management Consultant

- Organizational development and planning
- Advisement on board development and board recruitment plans
- Fundraising techniques
- Social media outreach
- Strategic planning procedures

August 2020-Present

First Baptist Church of Waco, *Active Member*

- Networking and developing ongoing services projects with graduate and undergraduate students
- Organizing the bible study for international students
- Supporting the graduate and young professional bible study
- Supporting the college ministry

January 2011-August 2020

Personal Assistant to the Executive Director  
*Scissortail Productions Inc., Norman, OK*

- Organized fundraising and concert events
- Marketed concerts to general public
- Assisted with event planning
- Organized board meetings
- Assisted with grant writing
- Strategic planning consultant
- Donor relations team member
- Donation and fundraising development team member
- Administrative organization team member
- Other tasks as directed

## **Rachel E.M. Johnson**

[Rachel\\_Johnson14@baylor.edu](mailto:Rachel_Johnson14@baylor.edu)

One Bear Place #97326, Waco, TX 76798

(254) 710-4578

- Fundraising event planning team member; menu development and preparation leader
- Transport and event setup
- Completion of any task requested by the Executive Director and Artistic Director
- Maintained a clean, safe and sanitary work environment, equipment, and utensils
- Communicated any issues to the Executive Director and Artistic Director which could affect the fundraising event
- Instruct volunteer kitchen personnel in the preparation of event dishes and service of food

June 2017-August 2017

Summer Special Event Coordinator

*Luggage with Love, Norman, OK*

- Donor Relations
- Data Management, entry
- Office Administration
- Event Marketing