

# Travis M. Johnson

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## PROFESSIONAL SUMMARY

Results-oriented Operations Leader with a BBA, bridging hands-on logistics experience with growing technical proficiency in Python and n8n workflow automation. Proven track record of leading cross-functional teams to deliver projects on time and under budget, demonstrated by managing 50+ diverse projects and reducing operational costs by 8%. Skilled in modernizing operations by building AI agents and deploying cloud-based solutions. Eager to apply this unique blend of leadership, safety compliance (OSHA), and technical innovation to drive process efficiency.

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## PROFESSIONAL EXPERIENCE

- A&J Luxury Event Planning**, Assistant Project Manager, New York, NY Jan 2024 – Present
- Coordinated budgets, schedules, and deliverables for 50+ projects valued at \$5K–\$50K, ensuring on-time and on-budget completion.
  - Negotiated vendor contracts and managed billing processes, contributing to \$100K+ in revenue.
  - Directed communication and logistics among 30+ vendors, clients, and subcontractors, improving workflow efficiency and stakeholder satisfaction.
- New York Decks**, Operations & Procurement Coordinator, New York, NY Sept 2023 – Dec 2023
- Supported construction site operations by streamlining material tracking and documentation across multiple projects, reducing costs by 8%.
  - Improved scheduling and financial reporting accuracy through updated inventory and procurement systems (Fishbowl, Excel).
  - Coordinated with field teams to minimize material handling time by 20%, ensuring timely delivery of supplies and project milestones.
- Brooklyn Navy Yard Development Corporation**, Assistant Project Manager, New York, NY June 2023 – June 2024
- Supported construction and tenant improvement projects by developing and maintaining rent schedules for 100+ tenants in a multi-use property.
  - Assisted project managers with financial reporting, budget monitoring, and compliance with city agency requirements.
  - Analyzed 100+ vendor RFPs and prepared cost comparison reports, helping select qualified contractors and improve project efficiency.
  - Coordinated with contractors, internal departments, and external stakeholders to track milestones, budget use, and schedule adherence.
- Mec Café**, Business Analyst, New York, NY Oct 2018 – Mar 2020
- Audited 5,000+ monthly transactions (\$23K), identifying inefficiencies and streamlining financial reporting.
  - Increased profitability 39% by streamlining operations and conducting market analysis.

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## ACADEMIC PROJECTS & VOLUNTEERSHIP

- Habitat for Humanity**, Site Leader, New York, NY Sept 2025 – Present
- Coordinate day-to-day on-site operations for the rehabilitation of a 2-family residential building, ensuring work aligns with project scope and build schedule.
  - Lead 10–25 volunteers per shift, delegating tasks to optimize workflow and ensure safety compliance.
  - Communicate progress and material needs with Site Supervisors and Project Managers to prevent delays.
- Brooklyn Navy Yard Development Corporation**, [Capstone](#), New York, NY Sept 2021 – Sept 2022
- Created a detailed rent schedule for 30+ commercial tenants, tracking monthly cash flows, lease terms, and escalation structures.
  - Consolidated tenant data into a centralized Excel model, improving accuracy and accessibility.

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## EDUCATION

**Brooklyn College**, City University of New York, Bachelor of Business Administration, New York, NY June 2025  
Major: Business Administration, GPA: 3.2

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## LEADERSHIP & ACTIVITIES

- Kappa Sigma**, Advisor, New York, NY Sept 2021 – Present
- Mentor undergraduate members on professional development, leadership, and financial literacy.

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## CERTIFICATIONS AND TECHNICAL SKILLS

- Technical Skills: Argus, Power Bi, Yardi, Microsoft Office, Excel (Project, DCF, IRR, PivotTables, VLOOKUP), Trello, Procore
- Certifications: Google's Foundations of Project Management, Eastdil Secured Real Estate Finance Program, OSHA 30 (In Progress), Procore Certified (In Progress)