

P. O. Box 9261
Memphis, TN 38190

VALESA S. JOHNSON

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RECENT WORK EXPERIENCE

APRIL 1995 – PRESENT PUBLIC FINANCIAL MANAGEMENT, INC. – MEMPHIS, TN

11/05 - present **Senior Managing Consultant:** Responsible for the coordination and management of municipal bond transactions for city and county governments across the State of Tennessee. Management of these transactions include, but is not limited to, meeting with the government's finance team to determine the appropriate size and structure necessary to meet the government's financing objectives, ensuring all legal requirements are met, coordination and assembly of the finance team (e.g. legal counsel, underwriter, and other team members outside of the government's staff), marketing of the bond issue, preparing and participating in credit rating presentations, preparation and dissemination of disclosure documents. Development of formal debt policies and fund balance reserve policies that meet clients' fiscal objectives and are aligned with credit rating agencies best practices.

7/00 – 11/05 **Consultant:** Responsible for the preparation of various reports and presentations including market and pricing analysis and marketing proposals for various governmental entities. Maintaining reports and follow-ups on work in progress. Responsible for substantive and copy editing of out-going work products and correspondence. As well as, providing quantitative, analytical and administrative support for senior project managers. Also responsible for hiring and training summer interns, temporary employees and other clerical staff.

4/95 – 7/00 **Administrative Associate:** General office management including providing administrative support for senior project managers of leading financial advisory firm. Ensure smooth work flow and facilitate effectiveness of three consultants. Maintain appointment calendar and travel calendar for managing director and senior project managers. Responsible for procurement of office supplies and equipment and working out terms and agreements with third-party contractors. Act as liaison to supervisor regarding meetings and conferences. Also responsible for interviewing, hiring and training additional administrative support, summer interns and temporary employees.

OTHER WORK EXPERIENCE

Jan 1992 - Feb 1995 **Receptionist / Data Entry Operator:** George B. Jones and Co., P.C., CPA - Memphis, TN

Oct 1989 – Dec 1990 **Tax Examining Clerk:** Internal Revenue Service - Memphis, TN

Mar 1987 - Mar 1989 **Communication Specialist:** United States Navy - Norfolk, VA

Jun 1986 - Mar 1987 **Sales Associate:** Sears, Roebuck and Co. - Memphis, TN

EDUCATION / CIVIC SERVICE

Dec 1999 Bachelor of Arts in Professional & Technical Writing (with Honors), University of Memphis
Presently pursuing Masters of Business Administration in Finance, University of Memphis
Volunteer Junior Achievement of Memphis of Memphis and the Mid-South
Leadership Memphis Class of 2008

REFERENCES AVAILABLE UPON REQUEST