



Erica Johnson

*Office Manager/
Administrative Assistant*



Role:

Administrative Support



Education:

Bachelor of Science in
Business Administration
Florida State College at Jacksonville

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Erica Johnson joined Langton Consulting in November of 2023, bringing with her a wealth of expertise in administrative support, accounting, and customer service. Known for her analytical prowess, Erica excels in managing various tasks simultaneously, including answering phone calls, scheduling meetings, and maintaining meticulous records. Her adeptness in team management, workflow prioritization, and decision-making optimization consistently bolsters business efficiency.

Furthermore, Erica's track record of preparing reports to achieve strategic goals underscores her ability to articulate project outcomes and demonstrate accountability, both key elements in the grants industry. Her experience in directing multiple-line phone systems at City Hall highlights her capacity to coordinate with diverse stakeholders, while her engagement with patrons at the Public Library underscores her ability to understand and address community needs, both essential aspects in grants development aimed at addressing societal challenges.

Overall, Erica's comprehensive skill set, and diverse experiences uniquely position her to excel in grants development, enabling her to leverage her talents to secure funding for initiatives that drive positive change and promote community welfare. In addition, Erica provides support to the Grants Development and Grants Administration Divisions on an as-needed basis.