

## **Lauren M. McKinney**

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11 Tarbox Lane, North Reading, Massachusetts 01864

### **EDUCATION**

#### **Colby-Sawyer College, New London, New Hampshire 2014**

Bachelor of Arts/Media Studies with a Film Studies Minor

Lambda Pi Eta, Fall 2013, The Honor Society of the National Communication Association, with a cumulative 3.07 GPA

### **SKILLS/INTERESTS**

Adobe Premiere, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Apple Mac OSX, Apple Final Cut Pro X, Apple Keynote, iTunes, Raisers Edge, Salesforce, Freshbooks, Microsoft Windows, Microsoft Office: PowerPoint, Outlook, Excel, Word and various social media platforms.

### **EXPERIENCE**

#### **General Computer Resources Inc. Burlington, MA – November 2015 to Present**

##### *Administrative Assistant*

- Answer customer inquiries over the phone.
- Organize and coordinate invoices to be filed, including scanning and preparing invoices to reflect candidate's timesheets for the appropriate week ending.
- Stuff and arrange checks to be sealed and mailed out with the applicable timesheets, envelopes and notifications.
- Call and confirm applicants' credentials by conducting education verifications.
- E-Verify new hires employment eligibility.
- Review candidates resume and prepare submittal letter to be uploaded to a portal site or sent directly to the client through Maxhire.
- Appropriately fill out credit references and fax back to clients in a timely manner.
- Assist in creating tables and graphs on Microsoft Excel and creating special graphics, on an as needed basis.

#### **City Square Associates/BostonChefs.com Cambridge, MA – October to November 2015**

##### *Office Coordinator/Research Assistant, Contract Position*

- Managed and order general office supplies.
- Sorted and distributed mail to the correct recipients.
- Addressed customer needs, including directing over the phone inquiries.
- Timely and accurately posted new job ads through Wordpress and monitor help wanted inbox.
- Managed contact and billing databases through Fresh books and Sales force.
- Accurately and efficiently coded for qualitative projects.
- Proofread and edited all production and final report materials.

#### **Historic New England, Haverhill, MA – February to September 2015**

##### *Receptionist, Contract Position*

- Appropriately directed visitor inquiries through the phone and in person.
- Prepared daily web orders, membership transactions and file invoices.
- Accurately entered new constituents through Raiser's Edge.
- Coordinated requests for department's office supply purchases.
- Receive and reviewed all deliveries and mail distributed to the office.
- Maintained accurate staff and visitor sign lists using Microsoft Word and Excel.

**Ryer's Country Store, North Reading, MA – May 2013 to January 2015**

*Deli Counter Worker and Cashier*

- Assisted with cashier services.
- Sustained orderly deli counter, salad bar and hot bar.
- Provided customer service.
- Prepared catering orders and large take-outs.
- Organized and restock daily shipments.

**Newport Community Television, Newport, NH - January to June 2014**

*Intern*

- Assisted with pre-production camera and prop set up.
- Filmed and broadcasted pre-recorded and live footage.
- Edited post-production material through Apple Final Cut Pro X and Adobe Premiere.
- Planned program scheduling.

**Radio Station Operations WSCS 90.9, New London, NH – January to May 2013**

*Disk Jockey*

- Streamed a variety of music genres through iTunes.
- Aired public service announcements.
- Operated the soundboard.
- Recorded details involving the song title/artist/genre for the station's records.

**Zinga Frozen Yogurt, Saugus, MA – May to September 2012**

*Cashier/ Counter Worker*

- Maintained self-service counter and dining area.
- Assisted with food preparation.
- Operated customer checkout.
- Supported closing clean up.

**MacIntyre Crossing Homeowners' Trust Association Pool, North Reading, MA -**

Summer 2008 to 2011

*Pool Attendant*

- Maintained two swimming pools and the surrounding area.
- Coordinated/supervised admissions for guest.
- Ensured compliance of pool rules and regulations.

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ONLINE VIDEO PORTFOLIO – <https://www.youtube.com/channel/UCvkwA-NSaDO38VhqrK2jcXA>

PERSONAL TRAVEL AND PHOTOGRAPHY BLOG - <http://thelittleblogofmagic.wordpress.com>