



Lauren Horne

Statement

Competent and reliable business student looking for opportunities to gain some valuable work experience within your company. Strong communication skills, ability to perform under pressure and to solve problems creatively.

Education

University of Westbuldon, 2021-Present

Bachelor of Commerce, GPA: 3.7
Business Major, ICT Minor

Alderglen High School, 2018-2021

Honors List, GPA: 3.6

Experience

Sales Associate

Brennan & Gomez Foodstore, 2018-2021

Seattle, WA

- Managed stock levels regularly to fit customer needs
- Provided quality assistance resulting in sales growth
- Operated cash register and evaluated cash flow levels
- Managed packing orders for drive-through customers
- Suggested timetable changes resulting in productivity

Skills

- Administrative Assistant Course
- ICT Proficient
- Social Media Marketing
- Health & Safety Training

Extracurriculars

- President of Culture Club
- Managed weekly meetings
- Organized several cultural events
- Redacted reports for School Newspaper
- Managed club's social media account

Volunteer

Rutlandia Arts Museum, 2019-2020

Seattle, WA

- Welcomed visitors & provided information
- Led museum tours for children aged 6-10
- Assisted staff members with daily operations
- Supported staff with administrative duties