

# LAUREN ROWE

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## Summary

Seasoned professional bringing exceptional leadership and planning abilities. Dedicated to improving team performance and meeting goals and challenges. Results-oriented and hardworking with excellent multitasking skills and a focused mentality.

## Skills

- Complex problem resolution
- Customer Relations
- Knowledgeable in MS Word, Excel, PowerPoint, and Outlook.
- Detail-oriented
- Schedule management
- Staff training and motivation

## Experience

**Inbound Warehouse Worker** Sept 2020 to Current  
**Food Service Team Leader** Aug 2012 to Sept 2020  
**Target** – Dublin, OH

- Responsible for top to bottom management of both Starbucks and the Target Cafe including interviewing, hiring, training, scheduling, ordering and managing inventory, and coaching my team according to company standards and food safety regulations.
- Earned distinction as a Training Store, responsible for training team members district-wide to be Baristas and Baristas Trainers, and I also trained nearly a dozen leaders to hold my position in other stores throughout Columbus.

**Voting Location Manager** Nov 2016 to Current  
**Franklin County Board Of Elections** – Columbus, OH

- Managing the polls 2-3 elections per year. Responsible for knowing each worker's responsibilities and being able to assist as needed in any position. Familiar with election policies and procedures and can assist voters.

**Customer Service Advisor** Aug 2010 to May 2012  
**Stanley Steemer** – Dublin, OH

- Assisted both residential and commercial customers with scheduling services over the phone while maintaining a high level of accuracy and thoroughness according to corporate standards.
- Educated customers on the services we offer as well as facilitated the resolution of any issues or concerns with services performed.

## Education and Training

**Bachelor of Arts, Educational Ministries**  
Huntington University – Huntington, IN

**Bachelor of Science, Business Administration** Expected in Dec 2021  
DeVry University – Columbus, OH

## Volunteer Experience

**Kitchen Crew Team Leader** March 2017 to Jan 2020  
**Chloe, Inc.** - Whitehall, OH

- Planned, shopped for, and prepared meals twice per month for the Young Mom's Connection meetings consisting of about 35-40 people. Managed a strict budget per meal.
- Assisted with special events a few times per year (designed crafts for the July 4th picnic, organized the Christmas party, etc.)

**Event Organizer (Target Partner)** Aug 2015 to Aug 2019  
**National Night Out** - Dublin, OH

- Coordinated the food prep and supplies provided by Target as a National Night Out event sponsor. Created supply lists and take-along kits to make yearly planning easier.