

Lauren Drew

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Github: <https://github.com/LawrieDrew> | Website: <https://lawriedrew.github.io/Professional-Materials/>

JEWELRY FABRICATION EXPERIENCE:

USDAN Summer Camp for The Arts, Wheatley Heights, NY
Metalsmith Assistant Teacher

June 2021 – August 2021

Get Gone Goods, LLC
Owner / Metalsmith

May 2020 - Present

- Established business, opening online e-commerce store producing custom, made-to-order, and ready-to-ship designs
- Working with brass, copper, nickel silver, sterling silver, 14k gold, and semi-precious stones
- Utilizing various mediums such as wax carving, precious metal clay, and delft clay casting using recycled metals to create original castings

Art League of Long Island, Dix Hills, NY
Beginner Jewelry (Metals) Student

October 2018 – March 2019

- Worked with brass, copper, nickel silver, and sterling silver
- Learned the basics of annealing, bezel setting, cutting, filing, forging, mandrel forming, melting casting grain, pickling, polishing, stone setting, roller milling, sawing, soldering, tumbling, and utilizing a flex shaft with buffing wheels, burs, and drill bits
- Learned proper acetylene tank and blow torch safety

WORK EXPERIENCE:

Northwell Health
Flexstaff Administrative Associate

November 2019 – May 2021

- Received both doses of Pfizer vaccine for COVID-19 virus.
- Providing administrative support to Human Resources Service Center at Northwell Health via FlexStaff. Previously provided support to Bookkeeping, Real Estate Services, and Corporate Facilities Services at Northwell Health via FlexStaff.

Peepels Mechanical Corporation, Long Island City, NY
Administrative Assistant

March 2019 – August 2019

- Answer and relay phone calls, order office supplies
- Furnish pre-qualifications for projects, process lien waivers for subcontractors
- Forward Invoices, AIA's, and Requisitions to contractors
- Check receipt, intercept mail
- Scheduling freight deliveries, handling day to day shipping
- Dispense paychecks to drivers and servicemen
- Obtain general liability and workers comp insurance requirements for new contracts and obtain said insurance from insurance broker
- Generate tax exempt forms for vendors, subcontractors
- Keep organized files of insurances, check copies, tax exempt certificates, capital improvement certificates, subcontractor agreements, contracts, workers compensation, accident/injury reports
- Provide back up to estimating department, accounts payable, and accounts receivable departments for various projects
- Assist with collections calls for AP/AR
- Process workers compensations claims, maintain and submit OSHA records
- Assist with the payment and processing of parking tickets for company vehicles
- Obtain weekly hours for three servicemen and code time sheets to assigned jobs
- Generate cost comparison reports, aging reports

Full Cycle Advisors, Sea Cliff, NY**May 2016 – February 2019*****Client Service Associate***

- Provide administrative assistance to Financial Advisor and President including the establishment of new accounts and maintenance of client files
- Communicate efficiently with broker/dealer back-office to ensure timely and accurate processing of client paperwork and account management
- Generate expense reports and account spreadsheets for advisory review
- Create, draft, and edit web content, firm blog, outgoing correspondences, sales literature, and advertising
- Manage design and production of marketing collateral for the firm
- Submit content to back-office for compliance approval
- Act as liaison between firm and freelancers; overlook outsourced projects
- Confirm client appointments, manage office calendar and contact database, order office supplies, and manage shipping

Kaleidoscope Productions, New York, NY**July 2015 – February 2016*****Receptionist / Administrative Assistant***

- Provided front desk support to post production firm
- Answered and directed calls, emails, receipt of correspondences, invoices, and shipments
- Managed finances where needed such as billing, petty cash dispensary, etc.
- Maintained inventory and ordered office supplies

Eyeball on the Floor, Inc., New York, NY**August 2013 – May 2015*****Assistant to CFO and Controller***

- Managed the filings of paid invoices, tax documentation, employee files, and other confidential company documentation
- Processed credit card payments; generated expense reports of company credit cards and reconciled credit card statements
- Assisted the controller in the monitoring of company expenses and the facilitation of live-action production purchases
- Specialized in data entry in QuickBooks Pro utilizing Microsoft Excel
- Oversaw and trained interns and part-time receptionists on telephone, email, and duties of the reception desk
- Assisted in the interviewing and hiring process of part-time receptionists
- Managed office calendar as well as booked and confirmed appointments for partners and office manager
- Coordinated shipping and messenger services, car services, catering services, and flight and lodging reservations

EDUCATION:**Columbia School of Engineering, New York, NY | January 2021 – July 2021*****Certificate of Completion, Columbia Engineering Coding Bootcamps, Full Stack Flex*****Manhattan College, Riverdale, NY | 2007 – 2011*****B.A. in English & History*****TECHNICAL SKILLS:**

- HTML, CSS
- Javascript
- Web APIs
- Third Party APIs
- Server-side APIs
- Node.js

PROFESSIONAL REFERENCES:

Dana Neger-Lagos

Metalsmith, Mentor, Teacher
Art League of Long Island
107 E Deer Park Road
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631.672.6559

Thomas Reagan

Founder
Full Cycle Advisors
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Jarah Peters

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Jean Kouremetis

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