

# Lauren Drew

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## **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, Express, SQL
- Object-Oriented Programming, Object-Relational Mapping
- E-Commerce Backend Buildouts
- Model View Controllers
- MongoDB, Mongoose.js
- React, State, MERN Stack

**PROFESSIONAL REFERENCES:**

**Dana Neger-Lagos**

Metalsmith, Mentor, Teacher  
Art League of Long Island  
107 E Deer Park Road  
Dix Hills, New York 11746  
631.672.6559

**Thomas Reagan**

Founder  
Full Cycle Advisors  
327 Sea Cliff Avenue  
Sea Cliff, New York 11579  
516.744.1660

**Jarah Peters**

CFO  
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**Jean Kouremetis**

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Eyeball on the Floor, Inc. (Now Mod Op)  
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