

from the desk of

# LAUREN DAVIDSON

address  
7136 N Alta Ave  
Portland, OR 97203

tel (847)275-2104  
email [davidson.laurene@gmail.com](mailto:davidson.laurene@gmail.com)

## Objective

To utilize my education, experience and organizational and communication skills in a full-time job position promoting the well-being of a company in an administrative position.

## Experience

### **Manager, Lake Bluff Brewing Company** Lake Bluff, IL Mar 2011-June 2013

Full-time founding head bartender; responsible for daily opening and closing of store, supervisory control of cash register. Training, scheduling and rule/procedure creation and enforcement for ten employees. Building and managing company website, calendar, and all social media outlets. Fielding calls from public and organizing private events and promoting public events using self-created flyers and graphics. Creating and maintaining menu in POS. Creating and maintaining all inventory procedures and other book-keeping. Responsible for all food and inventory-ordering. Building personal customer relationships and facilitating education of public with zymological and fostering good feelings with organic sharing of positive company attributes. Spearheaded creation of labels for first bottled beers series and eventual collaboration with outside artists. Maintaining general bar decor (daily cleaning, holiday decoration, promotional materials, current menus and on-tap lists).

**Marketing Director, Pierson & Strachan P.C.** Lake Bluff, IL Dec 2012-Present  
Responsible for creating monthly newsletter and publishing content to website as well as maintaining social media accounts.

### **Substitute Teacher** Lake Bluff, IL Oct 2011-June 2013

Adapting daily to new classrooms, age groups, and student ability level as well as running classrooms during extended teacher absences.

### **One-on-One Tutor,** Lake Bluff, IL August 2012-June 2013

Transported middle school child four days a week and worked on her daily assignments as well as prepared for upcoming tests.

### **Eastern Illinois University Dining** Charleston, IL Sept 2005-Aug 2010

Assisted in kitchen in creating bulk quantities of buffet-style items. Line server, maintaining buffet items, washing dishes.

## Education

**Eastern Illinois University** — Bachelor's Degree in English w/Secondary Education Certification and Middle Level Endorsement, 2011

### **Lake Forest High School** -- Diploma, 2005

## Skills

Computer/Web Proficiencies: Photoshop, Microsoft Word/Excel, Intuit, GoDaddy, Wordpress, MailChimp, Constant Contact, Facebook (Business Pages), Yelp.

## Referrals

Brett Kreiner, (previous) Manager, Lake Bluff Brewing Company (847)894-5905

Rodd Specketer, Owner, Lake Bluff Brewing Company (known 2 years).  
(847)721-9112

Craig Pierson, Partner, Pierson & Strachan P.C. (847)234-0099