

**Lauren L. Brown, CSM, SHRM-CP**

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## PROFESSIONAL SUMMARY

Certified ScrumMaster and SHRM-CP professional with extensive experience in project management, human resources, and operations across various industries. Proven track record in leading teams, improving processes, and enhancing the overall customer and employee experience. Certificate in Software Development from the University of Minnesota.

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## KEY SKILLS

- Project & Team Management
  - Certified ScrumMaster (CSM)
  - Certificate in Software Development
  - Human Resources Operations
  - Process Improvement & Workflow Optimization
  - Microsoft Suite
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## PROFESSIONAL EXPERIENCE

**Uni-Systems Engineering, Minneapolis, MN**

### **Project Manager**

*2022 – Present*

- Lead and manage the lifecycle of projects to ensure goals for design, schedule, and profitability are met.
- Oversee prototyping, fabrication, assembly, shipping, and installation to ensure quality and efficiency.
- Manage project budgets, including procurement and labor costs, resulting in a [mention a percentage, time, or budget savings, if applicable].
- Collaborate with cross-functional teams and stakeholders to deliver projects on time and within scope.

### **Human Resources Generalist**

*2022*

- Managed payroll, open enrollment, and benefits administration, utilizing tools such as ADP, Ease, and HealthPartners.
  - Conducted recruitment efforts, including job postings, interviews, and background checks, filling key roles within [specify timeframes or number of positions filled].
  - Led employee disciplinary meetings, terminations, and investigations, ensuring adherence to company policies in collaboration with leadership.
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## **InstaHub (Tech Startup), Philadelphia, PA**

### **Human Resources Manager**

*2021 – 2022*

- Developed and implemented HR policies, including creating an employee handbook and performance improvement plans, improving onboarding efficiency by [specific percentage or time frame].
- Managed the recruitment process, writing job ads and sourcing candidates, reducing time-to-hire by [mention metric, if available].
- Conducted employee satisfaction surveys, presenting insights and recommendations to the CEO to improve workplace culture and employee retention.

### **Talent Acquisition Lead**

- Led the recruitment and onboarding process for interns and full-time staff, coordinating closely with the CEO to fill new and strategic roles.
  - Conducted interviews, led orientations, and facilitated regular check-ins with new hires to ensure a smooth transition and engagement.
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## **J Crew Outlet, Eagan, MN**

### **Assistant Manager**

*2019 – 2021*

- Oversaw store operations, including scheduling, training, and daily tasks for sales associates, improving store efficiency by [mention specific outcome, such as sales growth or customer satisfaction].
- Led the creation of an inventory process that improved shipment and operations efficiency, adopted by other regional stores.
- Acted as the primary point of contact during COVID-19 store closures, ensuring compliance with safety protocols and mall owner guidelines.

## **EDUCATION & CERTIFICATIONS**

- **University of Minnesota** – B.S., Dean's List
  - **University of Minnesota** - Software Development Certificate
  - **Certified ScrumMaster® (CSM®)**
  - **SHRM Certified Professional (SHRM-CP)**
  - **CPR Certified**
  - **NFPA 70E, Arc Flash & Shock Hazard PPE**
  - **OSHA 10 Certified**
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