**Lauren W. Hauschild**

233 NW 35th | Oklahoma City, OK. 73118

Cell: 417.818.4837 | Email: [lhausch962@aol.com](mailto:lhausch962@aol.com)

* **EDUCATION**

**B.A. Human Relations – University of Oklahoma | Norman, OK | May 2008**

**A.A. Visual Arts – Oklahoma City Community College | Oklahoma City, OK | May 2004**

**Honors:** Dean’s Honor Roll (2005)

* **WORK EXPERIENCE**

**Travel Associate | SandRidge Energy | OKC, OK | March 2011 – present**

* Book corporate, commercial & fractional travel which includes any combination of hotel reservations, ground transportation, and catering, for more interview candidates, investors, and all company employees including high ranking executives and board members
* Use cost effective measures for clients and employees when making all travel accommodations
* Develop and maintain passenger profiles in Concur
* Manage scheduling of Travel Department fleet vehicles (Midland, TX / Fort Stockton, TX / Oklahoma City, OK)
* Prepare and process four monthly expense reports for all company travel

**Human Resources Assistant | SandRidge Energy | OKC, OK | January 2010 – March 2011**

* Assisted in recruiting potential candidates for current job openings
* Posted current job openings to public websites and local newspapers
* Reviewed resumes of potential candidates and send to hiring managers for review
* Prepared monthly expense reports for company travel
* Managed confidential materials and inter-office communications
* Assisted Senior Recruiter with daily projects as needed

**Administrative Assistant | Digital-West | OKC, OK | September 2009 – January 2010**

* Handled all correspondence inquiring knowledge of agency
* Prepared invoices and payments of claims, requisitions, purchase orders and other fiscal duties
* Assisted company owner with daily projects as needed

**Director of HR & Creative Arts | Camp Barnabas (501.c.3) | Purdy, MO | March 2008 – August 2009**

* Created, updated, and maintained all year-round employee files
* Interviewed and hired over 100 summer staff members
* Created and implemented company policies & restructured employee manual
* Designed, purchased, sold camp merchandise and maintained all inventory of camp store
* Regularly updated and maintained camp website
* Took and transcribed minutes, and coordinated logistics for all board meetings
* Coordinated special events including Party People, Family Fun Night, and C.A.S.T.(Catch A Special Thrill)
* Assisted Executive Directors with daily projects as needed

**FAA Information Specialist | Aero Records & Title Company | OKC. OK | December 2007 – March 2008**

* Conducted personalized aircraft title reports for all customers
* Filed documents, secured copies of any/all records provided by the FAA, monitored the status of documents as they were processed by the FAA
* Handled all correspondence required when a title search was delayed

**Full Service Associate | Williams-Sonoma | OKC, OK | January 2002 – March 2006**

* Answered incoming calls and responded to customer requests
* Offered up-sells and cross-sells at end of each sale call to increase total
* Provided customers with product and service information
* Handled customer service related calls and resolved issues in a timely manner
* Obtained and evaluated all relevant information to handle inquiries and complaints
* Followed up on customer inquires not immediately resolved
* Recognized, documented and alerted supervisor of trends in customer calls
* **PROFESSIONAL DEVELOPMENT**

**Technology Skills:** Microsoft Word, Excel, PowerPoint, Ten-Key, Quicken, QuickBooks, B.A.R.T. (Business Aircraft Reporting and Tracking), Concur

**Volunteer/ Associations:**

* **US Senior Open Volunteer Headquarters Committee Chair |** OKC, OK (2014)
* **Opening Night Headquarters Committee** | OKC, OK (2013 – present), Co-chair (2014)
* **K.I.P.P.** (Knowledge Is Power Program) | OKC, OK. (2010 – present), Project Manager (2013 – 2014)
* **P.A.L.** (Police Athletic League) | OKC, OK. (2010 – present)
* **Junior League of Oklahoma City** | OKC, OK. (2009 – present)
* **Camp Barnabas** | Purdy, MO. (1992 - present)
* **PROFESSIONAL REFERENCES**

Ann E. Benjamin M.Ed. | Phone: 405.340.4321

Paul & Cyndy Teas | Phone: 512.672.9335

Christy Everest | Phone: 405.623.5326