**Lori-Ann J. Lawrence-Walker**

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**CAREER OBJECTIVE**

Add value to the organization through the application of my skills, knowledge and experience in Human Resources, Event Planning, and related processes.

**PERSONAL PROFILE**

A demonstrated leader possessing excellent communication skills, who enjoys working in demanding and challenging environments, learns and adapts rapidly, and consistently exceeds established standards and expectations. Experienced in employee training, delivering formal presentations, developing simulation programs, and knowledgeable in various aspects of human resources and event planning and management.

**SKILLS SUMMARY**

● Simulations, Seminars & Training ● Reports & Presentations ● Budget Management

● Customer Service ● Event Planning ● Advertising

● Office Administration ● Accounting Software (Sage Peachtree 11)

● HRIS Systems (PeopleSoft 8.8 & Oracle Web Expense)

● Data & Statistical Analysis Software (SPSS)

● Microsoft Office Suite (Access, Excel, OneNote, Outlook, PowerPoint, Visio, Word)

**PROFESSIONAL EXPERIENCE**

**Veta Brome Real Estate, Inc.**, **East Elmhurst, NY** February 2006 – April 2011

*Administrative Assistant*

Maintained physical and virtual property files for current and sold inventory, as well as managed properties. Supervised the summer youth and after school interns engaging them in seminars and simulations thereby ensuring that their internship was a rewarding one. Performed accounting functions and assisted with marketing for the company and its inventory.

* Created advertisements for various publications
* Data entry and maintenance of inventory information in the Multiple Listing Service (MLS) Stratus database
* Preparation of Comparable Market Analysis (CMA) Reports for homeowners
* Accounting functions including but not limited to preparing checks for monthly invoice payments and generating financial reports
* Developed and delivered real estate simulation and training seminars to the summer youth and after school interns

**Al Johnson Art, Inc.**, **Brooklyn, NY** October 2006 – December 2006

*Event Planner, Women’s Art Exhibition*

The event, headlined by noted fashion designer Xiomara (Xio) Grossett, spanned November 4 through November 30 and was located in Brooklyn, New York. Retained as media liaison and event planner.

* Performed and executed Public Relations functions for opening and closing events
* Created, and assisted with the distribution of advertisements

**Shirley Chisholm Portrait Project**, **Brooklyn, NY** May 2006 – July 2006

*Project/Event Planner*

Engaged as media liaison, and to assist with budget management and planning activities.

* Acted as media liaison to ensure press coverage for the unveiling event. Acted as project liaison between the planning team and Board of Directors of the Shirley Chisholm Cultural Institute for Children, Inc. and the Brooklyn Borough President’s Office delivering progress reports and scheduling studio visits
* Organized the logistic arrangement of the selected space and an alternate space should the weather not permit an outdoor hosting
* Ensured the financial scope of the project was adhered to by applying stringent budget management practices
* Performed event assessment, post event, to measure its success and generated a report depicting the result

**Meredith Corporation**, **New York, NY** July 2005 – September 2005

*Human Resources Administrative Assistant*

Managed general employee issues including but not limited to time and attendance, and benefits and payroll. Assisted with completing the close of G+J and seamless transition to Meredith HRIS systems.

* Responsible for the administrative aspect of hiring temporary employees and training relevant personnel on the process
* Managed general benefits issues during the open enrollment period following the transition to Meredith
* Charted, and thereby simplified, the *New Hire Process* for all employees which was adopted as the visual standard for the process
* Generated periodic reports, including the Temp Hours Worked YTD Report for the payroll department, personnel information reports for exit interviews. Maintained the Open Jobs Report weekly, updating open positions on the intranet and internet as necessary
* Assisted with the preparation and distribution of COBRA Letters, close of all Fidelity 401 (K) accounts, and preparation of severance packages to complete the close of G+J USA

**Gruner + Jahr USA, Publishing**, **New York, NY** April 2005 – June 2005

*Human Resources Intern*

Recruited through the internship program at Berkeley College in an effort to gain practical knowledge about Human Resources; performed general office administration functions.

* Authored *Human Resources Intern Manual* based on the functions of the position as performed
* Maintained employee records, recorded time and attendance, and generated user profiles for temporary employees in PeopleSoft
* Registered employees for Magazine Publishers of America (MPA) training seminars and subsequently conducted satisfaction surveys

**First Global Stockbrokers Ltd.**, **Kingston, Jamaica, W.I.** September 2002

*Accounts Settlement Data Entry Administrator*

Functions encompassed recording daily stock market trade data and maintaining the company’s trading account with the Jamaica Stock Exchange (JSE) as well as client accounts with the company.

* Processed the daily trades data at the end of the trading day and determined the sum due to the Jamaica Central Securities Depository (JCSD) by the company based on the trades executed on behalf of clients. Calculated the total due to the company by clients, and to clients by the company based on the daily trades data

**Grace, Kennedy & Co. Ltd.**, **Kingston, Jamaica, W.I.** March 2002 – August 2002

*Research & Strategic Planning Data Entry Administrator*

Conducted customer satisfaction, brand, and new and existing product awareness telephone surveys on behalf of subsidiary companies. Performed data entry of the responses and subsequently generated reports from the data.

**EDUCATION**

**BERKELEY COLLEGE** **New York, NY**

*Bachelor in Business Administration Degree: Business Management, December 2005*

*Graduated magna cum laude*

**NOTEWORTHY**

*Affiliations:*

* Sigma Beta Delta International Honor Society

*Achievements:*

* Published “Ring” in On the Wings of Poetry, Famous Poets Press, 2004