

Laurel Smith

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SUMMARY

A driven young professional with outstanding creative, administrative, and communication skills. A people person, with demonstrated ability to problem solve and take on new challenges with success.

WORK EXPERIENCE

BOBBY JONES LINKS - MIXSON CLUB, North Charleston, SC

Director of Accounts, February 2018 – October 2019

- Managed club member accounts - including monthly billing, data maintenance in club management software, and accounts receivable
- Maintained expense tracking, monitored budget, and generated accounting data reports
- Managed new employee on-boarding and integration by providing training on company service standards and club software
- Oversaw the implementation of a new point-of-sale design to provide a better user experience and more accurate accounting
- Created engaging, on-brand content for multiple business social media accounts
- Assisted general manger with company payroll

BOBBY JONES LINKS - THE P'ON CLUB, Mount Pleasant, SC

Front Desk Receptionist, February 2017 – February 2018

- Managed calendar coordination for tennis court reservations and club schedules
- Drove membership sales by leading club tours and presenting membership materials to prospective members
- Provided excellent customer services to club members and their guests
- Improved front desk operations by implementing, maintaining, and facilitating front desk organizational systems and procedures

GATEWAY CHURCH, Colorado Springs, CO

Worship Director, April 2014 – January 2017

- Hosted and planned church events, including working with high profile guests
- Facilitated the volunteer and staff worship team, which included scheduling team members, leading music rehearsals, and preparing weekly service set lists and agendas
- Oversaw the weekly Sunday production including lights, sound, and musical performance

EDUCATION

COLORADO CHRISTIAN UNIVERSITY, Denver, CO

Bachelor of Music, May 2014

- Graduated Summa Cum Laude
- 3.8 GPA
- Participated in University Chapel Music Team Leadership

PROFESSIONAL SKILLS

- Administration
- Accounting
- Customer Service
- Written Communication
- Office Management