

LAUREN CAMERON

WORK HISTORY

Aug 2018-Current
Art of Hope

Custom Framing Specialist

Managed and operated a frame shop within Pigfish Lane. Responsible for working with customers and designing pieces, creation and implementation of all customer needs and framing orders. Customer service, managing social media, supervising the business merger between Art of Hope and Pigfish Lane.

2017
Frankie Lemmon
School & Developmental
Center

Afternoon Assistant Spring 2017; Teachers Assistant, Summer 2017

Assisted with day to day activities; mealtimes, transitions, language groups, etc. Eased transitions for students and teachers. Prepared and implemented daily activities that aligned with students IEP goals. Provided support by giving sensory breaks for students who were in need of help calming or focusing. Helped students who had extra feeding needs at mealtimes. Substituted and filled in as needed.

2013 - May 2016
Carlyle Campbell Library

Dean's Office Student Assistant

Administrative Assistant to Library Dean and the office manager. Worked independently on organizational projects digitizing files, organizing and other clerical duties, as well as providing support to faculty.

2015
Meredith College

Archives Intern

Restoration and preservation of archives materials, processing and cataloging items.

2015
Wake County Public
Library, Cameron Village

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Checking in, sorting and re-shelving items; as well as organizing and preparing donations for shipment.

Summer 2014
Carlyle Campbell Library

Marketing Assistant

Managing social media accounts, generate and promote book displays, designing graphics, creating content as a part of the library's digital marketing collateral.

2013 - 2014
Carlyle Campbell Library

Reference Student Assistant

Greeting patrons, assisting patrons with reference needs, providing assistance to reference staff members on projects, clerical duties.

2011 - 2012
Langston Tree Service

Office Manager's Assistant

Provide support for the office manager in all manner of office relations including dealing with clients and accounts payable and receivable, maintaining office environ-

CONTACT

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EDUCATION

Meredith College
Raleigh, NC
*Bachelor of Arts 2016 with Major
concentration in Public History
and Graphic Design*

SKILLS

Adobe Creative Suite
Microsoft Office Suite
Digitization
Data Entry
Reception Support
Customer Service