

Michelle Le Laurin

Chicago, IL | 209.481.0361 | laurinmichelle@gmail.com

A committed, passionate, people-focused leader experienced with diverse populations and settings. Strategic planner with strong organizational and management skills with proven ability to achieve organizational growth goals. Effective and enthusiastic communicator and an influential and respected team builder. An innovative and resourceful educator with the ability to design and modify programming for children and families of all ages.

Experience

Barnes & Noble, Chicago, IL

November 2019 - March 2020

Bookseller

- Planned and produced story time for kids which included: selecting and reading books, singing songs with hand motions, and explaining the craft to the adults and children.
- Provided advisory services to parents and children in locating, searching online, and the purchasing of books.
- Directed parents and children to book selections that meet both reading and interest level.
- Created award-winning James Patterson and Jimmy Patterson presents book display that encouraged reading and broadening patrons' book choices.

Volumes Books, Chicago, IL

August 2019 - November 2019

Bookseller

- Designed and created weekly and monthly selection of books displayed for patrons.
- Read and reviewed both published and ARCs of children through young adult books for the purpose of creating shelf talkers and to be knowledgeable of books that are being read.
- Strategically assisted in creating the layout and design of Volumes' new location.

Crossroads Bible Church, Bellevue, WA

December 2017 - June 2019

Director of Female Discipleship & Programming

- Key influencer and team member within a growing and dynamic Family Ministry program, serving more than 400 students and their families weekly.
- Established and maintained working relations with cross-functional teams, including: Facilities, Global Outreach, and Women's Ministry, on strategic planning, operations, budgeting, fundraising, and membership services.
- Created youth website and equipped families and volunteers in utilizing the website to access information on events, lessons, and family resources.
- Planned and led week-long Junior/High School outreach trips impacting communities in need.
- Developed and delivered curriculum for Junior and High School large group settings, led small group discussions, and mentored students one on one.
- Contributed to the growth, development, publication, and execution of a wide range of events, from monthly Junior and High School programs to yearly camps for Elementary through High School impacting 450 students.
- Collaborated with the Communications and Marketing Team in community outreach through website development, photography, and social media and print promotions.

Au Pair to Multicultural Families, Chicago, IL **January 2016 - December 2017**

- Applied knowledge of child development to meet the holistic needs of each individual child.
- Collaborated with parents to provide educational and cultural opportunities for their children.
- Taught and modeled effective age-appropriate interpersonal and relationship building skills.
- Provided creative craft, dance, music, and play opportunities.

Moody Bible Institute, Chicago, IL **January 2014 - December 2015**
Front Desk Guest Experience Liaison

- Ensured a high level of customer service and a positive guest experience.
- Liaised between guests and campus to resolve issues via phone, or in person on various topics such as: additional travel advice, modifications, cancellations, etc.
- Provided accurate and complete information by using the right tools, methods, and processes.

Crossroads Grace Community Church, Manteca, CA **June 2009 - August 2011**
Children's Pastor Assistant

- Recruited, vetted, and trained volunteers.
- Contributed to the design and execution of special events for up to 1,500 participants.
- Managed Children's service including: volunteers, lesson preparation, large group teaching.
- Directed and performed in weekly skits and plays for children grades Kindergarten-5th.

Volunteer Experience

Online Storyteller, North Elementary School (K-8th) **Spring 2021**

- Presented and crafted story selection to meet California's Common Core standards
- Tailored college and career discussions for school-wide AVID program (Advancement Via Individual Determination)

SLAM (Students Learning About Missions) Trips **July 2018**

- Established relationships with SLAM directors.
- Oversaw a team of adults and students to learn from and serve the Yakama Nation elders.

Breakthrough, Chicago, IL **January-December 2014**

- Assisted with homework and modeled positive behavior in an after school program.

Mercy Home for Boys and Girls, Chicago, IL **January-May 2013**

- Came alongside students and provided educational, emotional, and behavioral support as they navigated the loss of family and living in a group home.

Additional Skills & Experience

- Proficient in the use of Atom, Anthology, Bookmaster, GitHub, HTML, Jekyll, Mac & PC, Microsoft Office Applications, Microsoft Teams, SquareSpace, Zoom, management software, social media.

Education

Summer 2021	MLIS with a certificate in Youth Services & Web Design
Dominican University	River Forest, IL

December 2015	BA in Pre-Counseling
Moody Bible Institute	Chicago, IL