



# Lauren Williams

## Office Marketing Manager

Results-driven and forward minded individual. Excellent interpersonal and communication skills, demonstrated by successful team collaboration. Dedicated to continuous learning and staying at the forefront of new things coming my way to deliver excellent service and work.

## Contact

### Phone

903-814-0314

### Email

laurenk4151@gmail.com

### Address

114 Modoc Trail Lake Kiowa,  
Texas 76240

## Education

2021-2023

### Business Management

Midwestern State University

2023-Current

### Business Administration

Grayson County College

## Expertise

- Product Demonstration
- Web Design/Development
- Project / Event Management
- Digital Marketing
- Google Sheets/Microsoft Word/Powerpoint/Excel
- QuickBooks
- Office Operations
- Direct Sales
- Team Management

## Language

English

## Experience

### 2023-Current

TalkIT, LLC | 4321 I-35 Gainesville, TX 76240 Suite 580

#### Office Marketing Manager

Developing and executing marketing plans to enhance brand visibility and revenue. Bookkeeping to maintain accurate financial records. Event planning and management. Website building, design and maintenance for the company and clients. Managing social media presence, brand visibility, search engine optimization, and managing ad campaigns. Team management and overseeing general office operations while coordinating and scheduling appointments and meetings.

### 2022-2023

Lake Kiowa Lodge | 905 Kiowa Drive West, Lake Kiowa, Texas 76240

#### Server

Providing above and beyond customer service. Skilled in multitasking and staying accurate and prompt. Resolve customer inquiries and concerns while possessing strong knowledge and confidence in my job. Process orders through a POS system and communicate accurate order details to kitchen staff. Process payment transactions with credit cards and member account profiles accurately and efficiently. Collaborating with other team members to assist in any necessary tasks to ensure excellent customer service.

### 2022

Sewn Clothing Gallery | 2901 Garnett Avenue #200, Wichita Falls, Texas 76308

#### Sales Associate

Greeted and Assisted customers in a friendly, professional and welcoming manner. Understood individual customer needs to recommend suitable products or services based on their requirements; as well as staying knowledgeable on features, benefits and pricing to ensure customer satisfaction. Achieved sales targets by actively promoting products through social media, and face-to-face sells. Processed sales transactions including, cash, card and online products with payment. Collaborated with team members and owner for new product, and promotion ideas; as well as sales goals and overall store performance. Inventory management included receiving and processing new store arrivals, accurately pricing and listing on Shopify, and getting items ready to showcase on the floor.