

# Lauren Fleury

Multifaceted Professional

lnfleury@gmail.com ✉

207-318-4948 📞

7332 N Burrage Ave, Portland, OR 📍

Eager go-getter with a zest for life and extensive experience in sales, client relations, advertising and food service industries. Seeking high paced job to match tenacity and provide an opportunity to house a strong interpersonal skill set.

## WORK EXPERIENCE

### Server/Bartender/Private Function Associate Dockside Grill

07/2018 – 01/2020 Falmouth, ME

Fast paced fine dining establishment located in the heart of Casco Bay, ME

#### Achievements/Tasks

- Catered to all patron needs with efficiency, professionalism and tact
- Executed private events as outlined by Event Orders

Contact: Nichole Genella – nichole@thedocksidegrill.com

### Creative Audio Producer Strategic Media Inc

04/2016 – 01/2018 Portland, ME

Nationally renown agency in direct response advertising

#### Achievements/Tasks

- Managed talent and content to fit client's brand needs
- Organized and tracked data with use of agency's unique content management system

Contact: Jeff Small – Jeff@strategicmediainc.com

### Account Manager DownEast Magazine

10/2015 – 04/2016 Portland, ME

Maine's longest circulating (and arguably most popular) life style magazine

#### Achievements/Tasks

- worked directly with clients to develop advertising packages specialized for their needs

Contact: Tom Giovannello – giovannilotjr@gmail.com

### Media Assistant Strategic Media Inc

06/2014 – 08/2015 Portland, ME

Nationally renown agency in direct response advertising

#### Achievements/Tasks

- Verified campaign execution
- Prepared data for advertising analytics

Contact: Jeff Small – Jeff@strategicmediainc.com

### House Manager Mayo Street Arts

02/2014 – 04/2015 Portland, ME

Vibrant community arts nonprofit

#### Achievements/Tasks

- Managed all event execution and proceed management
- Worked on grassroots promotion and donation camaigns

Contact: Blainor McGough – Blainor@mayostreetarts.org

## SKILLS

Perseverance

Sales

Client Relations

Team Player

Problem Solving

Multitasking

Efficiency

Cocktail Knowledge

Content Development

Promotion

Audio Production

Ad Development

Persuasive Edge

Fast Learner

Leadership

Active Listening

Radio

Interpersonal Skills

Communication

Talent Coordination

Multitasking

Detail Oriented

Customer Service

Advertising

## FREELANCE

Lauren Fleury Productions (01/2018 – Present)

- Works with aspiring voice talents to produce professional-grade demo reels

## INTERESTS

Music

Travel

Public Radio

Reading

My Dog

Being Outside

New Experiences

Nature Photography

Jewelry Making

Exploring

Building/Cultivating Relationships

## EDUCATION

### Bachelor of Arts Journalism and Bachelor of Arts Philosophy

University of Maine

09/2009 – 07/2013

Orono, ME

## LANGUAGES

English

Full Professional Proficiency

Dutch

Professional Working Proficiency