

Lauren Williams

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Professional Summary: A Business Management graduate seeking employment within Product or Project Management with 3 years of Executive Administrative experience. Proven strength in project management, research, and data analysis through academic projects, internships, and volunteer work. Proficient in professional email and oral communication, problem-solving, presentation creation and delivery, teamwork, adaptability, and leadership, with a passion for applying fresh perspectives to real-world challenges. Eager to contribute to a dynamic team and grow with responsibility.

Objective: Currently seeking an entry level job in Project Management or Supply Chain Management.

Education

Bachelor of Business Administration in Management

Graduated May 2025

Kennesaw State University | Kennesaw, GA

Work Experience

Program coordinator

May 2017 - Current

AParent Miracles | Atlanta, GA.

- Provide administrative and operational support to organizational leadership in a fast-paced nonprofit environment.
- Assisted with over 20+ Miracle Moments, 2 Beauty and the Beach fundraisers, 5 Morehouse Orientation events and 4 Pinning Ceremonies..
- Manage confidential client and case-related information with strict attention to privacy and accuracy.
- Support program coordination and stakeholder outreach, maintaining detailed records and follow-up documentation

Receptionist for KSU Military and Veterans Center

February 2023 - May 2024

Kennesaw State University | Kennesaw, GA

- Provided support to military students and dependents about Veterans' benefits, application process, and upcoming deadlines.
- Maintained scheduling of meetings and appointments for the Senior Management team.
- Served as an Intake Coordinator with partnered agencies regarding event advertisements and business opportunities.

Receptionist for Auburn University Veterans Resource Center

Feb 2021 - April 2021

Auburn University | Auburn, AL

- Assisted students and parents with Veterans' benefit inquiries regarding the effects of COVID and academic credits.
- Orchestrated military-centered events to bring awareness to students about military services, opportunities and benefits, through tabling and small gatherings.

Executive Assistant

January 2020 - March 2020

Golden Partners, LLC | Fayetteville, GA

- Maintained database of 200+ employee files to ensure successful operation of 6 McDonald locations in South Atlanta for CEO Muriel Powell.
- Successfully coordinated a special retirement celebration for employees with 50 years of service.
- Recruited 5 employees through a recruiting event and brought awareness about the vast opportunities within the company.

Skills

Open Broadcast Software

Video Editing/Live Stream

Adobe

Canva

MS 365

Salesforce

Email Marketing

Data Analysis

Tableau