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Lauren Dukes

EXPERIENCE

INVNT

Production Assistant

October 2014 - Present

In addition to my many responsibilities supporting the Production Department, I have successfully project managed two company re-brands (including INVNT's own), worked as producer for the company's creative internal newsletter video production team, and a number of small creative projects, including some internal photography projects.

cleverbridge, Inc.

Customer Service Representative

December 2013 - October 2014

As a Tier I representative, I assisted customers with order and payment related inquiries for software purchases. As part of cleverbridge's dedication to providing World Class Customer Service, I participated in several workshops focusing on communication skills and even won an award for outstanding customer service.

Peace Corps

Orikum, Albania

Volunteer

March 2011 - April 2013

My Peace Corps service offered the most diverse professional experience of my career. As the first volunteer in the small town of Orikum, I was able to successfully integrate into the community and build strategic partnerships. During my two years, I created and participated in a myriad of projects. Some accomplishments include:

- Serving on the Small Project Assistance Grant Committee from August 2012-April 2013
- Designing and aiding in the translation of Orikum Guidebook to promote tourism, in collaboration with Orikum's municipality
- Collaborating with local NGO's to teach life skill sessions to underprivileged youths
- Assessing and responding to community needs by creating and coaching the first girls' soccer team
- Conducting Peace Corps training sessions and contributing to the Peace Corps cultural and language resources

Youngman & Company, Inc.

Architects and Designers

Intern

September 2009 - March 2011

I assisted with the design process from schematic design through construction, was responsible for all electronic drawings (mastering PowerCADD in the process) and coordinated between clients and various contractors.

EDUCATION

Kansas State University

Manhattan, Kansas

Graduated, May 2009

Bachelor of Science in Interior Design

Dean's List

Ranked first in the nation by the Design Futures Council as reported by Design Intelligence Magazine, 2009

LANGUAGES

Albanian

Advanced (according to the American Council on the Teaching of Foreign Languages (ACTFL) scale)

Japanese

Beginner (Studied for five years while living in Tokyo)

SKILLS

Experienced in:

- AutoCAD Architecture 2014
- Google Sketchup
- Revit Architecture
- Adobe InDesign
- Adobe Photoshop
- Microsoft Word, Excel, Powerpoint, and Publisher