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# Lauren Dukes

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## EXPERIENCE

### INVNT

Proposal Coordinator  
October 2016 - Present  
Production Assistant  
October 2014 - September 2016

I have played many different roles at INVNT: I successfully project managed two company re-brands (including INVNT's own), worked as the producer for the company's creative internal newsletter video production team, photographed events for internal and external use, shot and edited client videos, created renders for various projects, and participated on a number of internal project teams.

As Proposal Coordinator, I oversee proposal responses from receipt of the RFP through submittal of the response. The position is challenging and requires excellent communication skills, ability to manage multiple concurrent projects, and quick mastery of new areas of expertise and programs to name just a few requirements.

### 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.

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## 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*

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## 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)

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## SKILLS

### Experience in:

- AutoCAD Architecture
- Google Sketchup
- Revit Architecture
- Adobe InDesign, Photoshop, Lightroom, Premiere Pro
- Microsoft Office Suite
- Photography