

Resume

LAUREN LUKACEK

PROFESSIONAL • RELIABLE • ACCOMPLISHED



ADMINISTRATIVE SPECIALIST

PROFILE

Hello, I'm a dedicated professional with 10+ years combined experience in the federal government, hospitality, and assistant roles. Mood boosting, detail tackling, coordinating, and creative problem solving are my areas of expertise. Now seeking to bring my skills, experience and smile to your company.

PROFILE

EDUCATION

KENT STATE UNIVERSITY
2002-2007
B.S. Photo-Illustration / B.A. Art History

TECH SKILLS

Microsoft Office

CS Photoshop

Gmail and apps

Social Media Platforms

EXPERTISE

- ANSWERING PHONES & MULTI-TASKING
- ATTENTION TO DETAIL
- BOOKING TRAVEL
- TIME MANAGEMENT
- CREATIVE PROBLEM SOLVING
- KNOWLEDGE OF PHOTO LIGHTS

EXPERIENCE

NOVEMBER 2014
AUGUST 2015

EXECUTIVE ASSISTANT | **KARGA SEVEN**
Heavy call rolling. Maintaining calendar for 3 executives, arranging domestic and international travel. Working with Google Docs, Gmail, Excel, and Google Calendar. Quickly solving problems and delegating tasks. Handling sensitive information and coordinating with multiple departments. Coordinating social media.

MARCH 2014
OCTOBER 2014

CLOSED CAPTION EDITOR | **SDI MEDIA**
Create and edit text for use in closed captioning. Impeccable listening skills. Attention to detail, and ability to learn new software quickly and efficiently. Learned Swift 5 and 6. Communicate effectively through email.

JULY 2008
JANUARY 2014

PRODUCER ASSISTANT | **LYNN RENEE PROD.**
Organized and scheduled shoots using time management, logic and reasoning techniques. Worked as a team with designers and photographers in numerous client photo shoots. General administrative duties include: answering phones, scheduling, copying, and filing. Some social media work.

ADDRESS
29 Marion Ave, APT 1
Pasadena, CA 91106

PHONE
Cell | 630-989-9097

WEB
laurenlukacek@gmail.com

EXPERIENCE

(CONTINUED)

NOVEMBER
2011
DECEMBER
2013

PHOTOGRAPHY ASSISTANT | E 2 PHOTO

Assisted with set up and break down of lights, backdrop, and camera equipment for studio and location shoots. Collaborative work environment when working in studio with models. Coordinated unpaid photo shoots so we could collaborate with creative ideas and lighting. Started DuPage Photographer's Club, with 7 members. Became second and string shooter for weddings, parties, and events.

JUNE
2012
AUGUST
2012

LOCATION COORDINATOR | DHOOM 3(film)

Coordinated location contracts, permits, barricades, insurance, and pre-production planning. Built and maintained relationships with building management. Negotiated with building management for use of facilities. Acted as communication hub between production and locations departments. Participated in contract negotiations and meetings with production. Fast paced environment with tight deadlines.

JANUARY
2008
FEBRUARY
2012

SERVER/HOST | MAGGIANO'S

Answering phones with a heavy call volume. Utilizing OpenTable to organize and plan for guest arrival and seating. Attending to guests in a polite and timely manner. Managing and organizing seating calendar and confirming reservations. Entering reservations into computer system, accommodating any special needs. Offer menu suggestions and recommendations, such as wine pairings, and allergen alternatives.

REFERENCES



STEVE SEELIG
PHOTOGRAPHER
Elmhurst, IL
630-561-6581
saseelig@comcast.net



LYNN PERSIN
PRODUCER / PHOTOGRAPHER
Chicago, IL
773-343-8020
lynnreeneopersin@gmail.com



MORGAN KRAUTSTRUNK
PRODUCTION ACCOUNTANT
Los Angeles, CA
815-690-9473
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LIA KATZ
PRODUCTION MANAGER
Los Angeles, CA
413-427-5935
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EXTRA

VOLUNTEER: Orientation
Leader @ Kent State

INTERN: Photography
intern with Callie Lipkin

VOLUNTEER: Art room play
facilitator @ Children's
Museum

VOLUNTEER: Photographer
for Ken-Mar Dog Rescue

Dean's List @ Kent State

STUDY ABROAD: London,
Italy, New York

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