

Lauren Godfrey

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Professional Objective

Seeking a creative development/implementation opportunity with a small to mid-size business, or non-profit. The best use of my talents and experience would be best utilized in the following types of positions:

- ◆ Employee/Internal Communications Manager
- ◆ HR Specialist/Generalist
- ◆ Media/Community Relations
- ◆ Marketing-Communications Specialist
- ◆ Writer/Editor
- ◆ Office/Business Manager
- ◆ Consulting projects assisting individuals and companies with HR issues, communications, recruiting/career development, and project management assignments

Key Accomplishments

- ◆ As Managing Editor for a prestigious national restaurant chain: gathered, wrote, and edited stories for employee newsletter - distribution: approx. 32,000 employees in 150 locations nationwide
 - ~ greatly increased readership and article submissions while increasing morale, retention, team-building, and awareness of company values and philosophies
 - ~ designed and executed Spanish translation communications campaigns to connect with valuable, employee population; all accomplished with a very limited budget while meeting strict deadlines
- ◆ Wrote, edited, and published policies & procedures incorporating labor laws, company culture and operational changes; designed, wrote, and executed employee handbooks for a large corporation and small businesses
- ◆ Managed ALL HR, accounting, IT, facilities management, and event planning functions for 3 high-tech Silicon Valley companies (two medical device start-ups) with emphasis on all aspects of HR management
- ◆ As a Marketing Consultant volunteer for several non-profits - Designed and implemented marketing campaigns to increase engagement with and awareness of organization's goals and events and increase donor contributions

Areas of Expertise

- ◆ Communications
- ◆ Marketing & PR
- ◆ Human resources
- ◆ Leadership
- ◆ IT administration
- ◆ Flexible, can-do attitude
- ◆ Desktop publishing & design
- ◆ Sales and customer service
- ◆ Accounting: payroll, A/P, A/R, GL, account & banking month-end reconciliation and asset management
- ◆ Diplomatic & confident in dealing with people at all professional levels
- ◆ Team-building & customer buy-in through creative presentations
- ◆ Project management - coordinate, prioritize, meet deadlines/budgets
- ◆ Attention to detail & organization while managing multiple tasks
- ◆ Numerous software programs - particularly MS Office Suite
- ◆ Commitment, passion, and integrity
- ◆ Photographic ability to shoot and process digital & film media
- ◆ Exceptional written/verbal communication skills

Education

- ◆ **MBA in Technology Management** University of Phoenix, San Jose, CA
- ◆ **BA in Communication Arts** California Lutheran University, Thousand Oaks, CA

Target Companies

- ◆ Activision/Blizzard
- ◆ AECOM
- ◆ Amgen
- ◆ ATK
- ◆ Baxter
- ◆ Boston Scientific
- ◆ Custom Sensors & Technologies
- ◆ Digital Insight/Intuit
- ◆ Disney
- ◆ Gospel Light Publishing
- ◆ Guitar Center
- ◆ Hershey|Cause
- ◆ Iron Mountain
- ◆ Jakks Pacific
- ◆ Joni & Friends
- ◆ (The) Judge Group
- ◆ Library Associates Co.s
- ◆ Lynda.com
- ◆ Medtronic, Inc.
- ◆ Northrop Grumman
- ◆ Sage Publications
- ◆ Thrivent Financial
- ◆ ValleyCrest Companies
- ◆ WellPoint, Inc

Geographic Locations

- ◆ Ventura County
- ◆ San Fernando Valley
- ◆ Northern Los Angeles County
- ◆ Western Los Angeles County - Malibu, Santa Monica