Lauren Applicant # 201796

Dedicated HR and operations specialist with a B.A. in Human Resources Management and a minor in Labor Relations. Experienced in administration and organizational development, training, and process optimization across healthcare and production. Military background as a Combat Medic enhanced leadership and team management skills.

EDUCATION

Rutgers University New Brunswick, NJ

B.A. in Human Resource Management, Minor in Labor Relations May 2023

Raritan Valley Community College Branchburg, NJ

A.A. in Liberal Arts May 2020

EXPERIENCE

Vintage Tavern Gillette, NJ

Bartender/Waitress July 2024 – Present

● Crafts unique and flavorful cocktails to enhance the dining experience for patrons.

● Manages cash transactions with precision and accuracy to ensure financial integrity.

● Delivers exceptional table service by anticipating customer needs and providing prompt assistance.

● Demonstrates extensive menu knowledge to effectively guide guests in their dining choices.

● Streamlines order management processes to enhance efficiency and improve customer satisfaction.

US Army National Guard Jersey City, NJ

Combat Medic (68W) April 2020 – Present

● Trains medics in first aid, trauma care, and emergency procedures.

● Leads 15–25 soldiers during missions, ensuring rapid medical response while supporting doctors and PAs in patient treatment.

● Provides emergency and routine medical care in high-pressure environments, such as triage, wound care, and vital sign monitoring.

● Manages medical logistics and maintains equipment and supplies valued at over $200,000.

● Collaborates with military teams to solve medical challenges under pressure and stays current on evolving medical practices.

Penelope Bourbon Roselle, NJ

Production Manager April 2023 – January 2024

● Supported recruitment by reviewing resumes, interviewing candidates, and onboarding new hires.

● Maintained training schedules and assisted with employee performance reviews by tracking records and providing feedback.

● Collaborated with Processing Line and linesmen to ensure tank availability and address schedule changes.

● Coordinated bottling line schedules, updating tank numbers, drain figures, and serial numbers while managing production data.

● Ensured compliance with SOPs, GMPs, COLA, ABC laws, and safety standards, completing quality assurance documentation.

● Boosted private barrel sales by 30%, balancing inventory to meet customer demand.

Rutgers, Eric B Chandler Health Center (via Adecco Temp Agency) New Brunswick, NJ

Senior Administration Assistant May 2022 – April 2023

● Provided administrative support to the Medical Director, managing calendars and coordinating schedules.

● Composed, proofread, and edited professional correspondence and reports.

● Managed spreadsheets and facilitated weekly and monthly meetings.

● Served as liaison for calls, handled memos, and facilitated communication across departments.

● Supported administrative staff, assisted various departments, and maintained confidentiality of sensitive information.

● Triaged and scheduled patients between the vaccines team and nursing department during COVID 19 and the Monkeypox spike.

Abba Medical Transportation Aberdeen, NJ

Emergency Medical Technician B (EMT-B) June 2021 – April 2022

● Delivered initial treatment and accurately documented patient information for continuity of care.

● Safely transported patients and operated ambulances in compliance with safety regulations while maintaining a clean environment.

● Assessed patients and provided basic life support, including CPR, as needed.

Best Friends Pet Care North Plainfield, NJ

Supervisor May 2014 – September 2016

● Managed front/back office operations, including client communication, phone handling, scheduling, and billing.

● Supervised a team of 10+ associates, ensuring smooth daily operations.

● Handled customer inquiries and resolved concerns professionally.

● Coordinated meetings and managed calendars efficiently.

CERTIFICATIONS

Basic Life Saving/Emergency Medical Technician (BLS/EMT-B) Expires 03/2027

Secret Security Clearance

Skills: Microsoft Suite, Google Suite, Slack, ADP, Rippling, Asana, Canva. data analysis, project management, project planning, quality control, search engine optimization, patient

management, medication delivery, HIPAA, CPR, first aid techniques, urgent care, electronic medical records software, data entry, organizing and planning, recruitment, training, budget and contract management.