

Lauren Strenkowski

(732)-861-8341 • Lauren.Stren@Gmail.com

Site: <http://www.LaurenStrenkowski.com>

EDUCATION

Rowan University | Glassboro, New Jersey

May 2016

Bachelor of Arts, Radio, Television, Film

Bachelor of Arts, Writing Arts

Specialization in Creative Writing

EXPERIENCE

Project Manager

Jan. 2022 - Present

Writer and Content Curator

May 2021 - Jan. 2022

EYC Media PTE LTD | Remote

- Created and wrote a script, outline, and show bible for an animated pilot while overseeing a writers' room.
- Curated content for YouTube and social media for a fitness influencer with over 25 million subscribers.
- Brainstormed and collaborated to create scripts and copy for social media, a website, and YouTube videos.
- Project manages UI, UX, and development teams in different time zones to meet project deadlines.
- Provides support for users, performs UAT and quality checks, while building a website and app from the ground up.

Guest Service Agent

May 2021 - Aug. 2021

Ocean Place Resort and Spa | Long Branch, NJ

- Provided every guest with outstanding service from arrival to departure.
- Fulfilled guest requests by coordinating with all hotel departments.
- Communicated and problem-solved in high-pressure environments.

Usher

Oct. 2017 - Mar. 2020

New Amsterdam Theatre | New York, NY

- Accommodated and escorted up to 300 guests per section to their assigned seats a half-hour before showtime.
- Ensured guest safety and crowd control protocols in the theater, lobbies, and elevators for 1,700 guests.
- Strengthened guest satisfaction by expertly communicating with tourists from around the globe.

Disney College Program Cast Member

Jan. 2017 - Jul. 2017

Walt Disney World Resort | Lake Buena Vista, FL

- Managed over 15,000 international guests by efficiently checking them into EPCOT.
- Provided excellent guest service, resulting in multiple awards and recognitions.
- Collaborated with Disney leadership teams to enhance and innovate guest experiences.

Account Representative

Jul. 2013 - Jan. 2017

Aergo Solutions | Iselin, NJ

- Utilized proprietary hospital workflow software to perform hospital revenue cycle outsourcing.
- Performed billing, claim follow-up, and payment review for hospitals.
- Created spreadsheets, filed, and scanned documents for various departments.

SKILLS

- Microsoft Office
- YouTube, Social Media
- Final Draft, Celtx
- Google Suite
- Adobe Premiere Pro
- Trello, Figma