

**Lauren M. Baust**

<https://www.linkedin.com/in/lauren-baust/> | 757-289-4906

lauren.baust@live.longwood.edu

---

**Education**

**Longwood University**

Bachelor of Arts in Communication Studies  
Concentration: Public Relations

**Farmville, VA  
May 2019**

---

**Work Experience**

**Alumni and Career Center**

*Digital Marketing Intern*

**Longwood University: Farmville, VA  
August 2018-Present**

- Implement strategy for students to create and effectively use LinkedIn, Handshake, and the Longwood Network
- Track social engagement through alumni database
- Act as an ambassador between Alumni and Career Services
- Promote and advertise Office of Alumni & Career Services' events

**Tubby's Tavern**

*Hostess & Server*

**Virginia Beach, VA  
April 2014-Present**

- Excellent customer service skills through working with a range of customers
- Skilled at multitasking through managing multiple tables at a time while also performing daily jobs
- Greet guests in a confident and calm manner and handle all difficult situations with ease
- Able to think quickly and solve problems on the spot

**Babysitter**

**Virginia Beach, VA  
January 2014- Present**

- Responsible for the care and well-being of multiple children
- Transport children to activities, prepare meals, tutor and create a fun environment
- Identify signs of emotional or developmental problems in children and bring them to parents'/guardians' attention

**The YMCA**

*Camp Counselor*

**Virginia Beach, VA  
May 2016-August 2016**

- Used clear communication and professionalism to develop constructive relationships with families
- Used crowd management techniques to create a safe and secure childcare environment
- Orchestrate special events in the facility for children and parents to experience and enjoy
- Openly exchanged ideas and materials with coworkers in order to organize activities that developed children's physical, emotional, and social health

---

**Activities and Honors**

**Alpha Sigma Alpha: Alpha Chapter**

*Social Chairman*

**Longwood University: Farmville, VA  
November 2017-Present**

- Schedule and organize all chapter social activities
- Work with committee and appoint committees necessary for any social function, coordinate venues, catering, and decorations for events
- Communicate with members of organization to plan social events

*T-shirt Chairman*

**January 2017-Present**

- Work and communicate effectively with others to design and purchase t-shirts for events and fundraisers within the sorority, while managing money for orders up to \$1,000

---

**Additional Skills**

- Computer/Tech: Microsoft Word, Excel, PowerPoint
- Language: Proficient in Spanish
- Certifications: Hootsuite
- Personal: Administrative office work such as organizing and filing paper work