

Lauren Vergits

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OBJECTIVE

Conscientious extrovert pursuing sourcing or operations based role to utilize problem solving and data analysis abilities while developing management aptitude.

EDUCATION

Ohio State University Columbus, Ohio
Bachelor of Science in Business Administration
Specialization: Operations Management

- Emphasis in Purchasing

Architecture coursework (2 years)

Graduation: June 2010
GPA: 3.0

PROFESSIONAL EXPERIENCE

The V Design Studio, New Albany, Ohio (01/2008 – Present)

Administrative Assistant/CAD Technician

- Product and material acquisition
- Assists in contract preparation
- Schedule appointments and travel
- Take meeting minutes
- Produce commercial and residential working drawings utilizing AutoCAD
- Budget and schedule management
- Coordinate changes, adds, moves
- Administer expense account
- Create presentations

IGS Energy, Dublin, Ohio (07/2006 – 04/2008)

Customer Support Specialist

- Sold natural gas contracts to commercial and residential customers
- Recognized as top performer for new customer enrollment
- Prevented and recovered contract cancellations saving the company over \$750k
- Fostered relationships through personalized account management
- Furnished customized resolutions to billing and contract discrepancies
- Maintained and updated customer records
- Trained 3 new hires

Nordic Track, Dublin, Ohio (02/2003 – 06/2006)

Assistant Manager

- Recognized for top 10 part-time sales nationwide (2004, 2005)
- Managed inventory for store and warehouse
- Coordinated service and product resolutions

SKILLS & INVOLVEMENT

- Superior understanding of Microsoft Office and data programs
- Member of Buckeye Operations Management Society
- Member of Institute for Supply Management Inc.
- Member of OSU Purchasing and Supply Management Organization
- Volunteer of Franklin County Children's Services (Big Sister)