

Lauren Hoffman

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Education

Milwaukee Area Technical College; Milwaukee, WI

January 2018 - May 2020

Associate's Degree in Graphic Design, and Production Artist Technical Diploma

Professional Experience

Marketing Intern and Office Assistant, Landmark Healthcare Facilities, LLC.; Milwaukee WI

June 2020 - August 2020

- Updated company-wide client database, assembled promotional materials for a national mailing campaign.
- Provided administrative duties including answering phones, taking messages and drafting emails.

Street Marketing Team, The Rave/ Eagles Club; Milwaukee WI

April 2019 - December 2019

- Assembled promotional materials, distributed materials to local businesses and past customers

Partnership and Events Intern, Visit Milwaukee; Milwaukee WI

January 2019 - May 2019

- Assisted with the development and management of VISIT Milwaukee's prospecting database of hospitality businesses in the seven county greater Milwaukee regions.
 - Assisted with the planning, registration, and execution of special events and programs including partner outreach and communication.
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Job Experience

Barista, Bearded Heart Coffee; Baileys Harbor WI

September 2020 - October 2020

Grocery Clerk, Outpost Natural Foods; Milwaukee WI

December 2019 - March 2020

- Promoted to Journey Person

March 2020 - June 2020

Server, Hacienda Beer Company; Milwaukee WI

June 2019 - December 2019

Summer Camp Staff, Milwaukee Spanish Immersion School; Milwaukee WI

June 2019 - August 2019

Host, MOTOR Bar & Restaurant @ Harley-Davidson Museum; Milwaukee WI

February 2018 - June 2019

Volunteer Experience / Community Involvement

This That & the Other Photography Studio - 15 hours

Children's Museum of Green Bay - 25 hours

Visit Milwaukee - 30+ hours