

Lauren Lankford

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EDUCATION

Ozark Christian College - Joplin, MO — Bachelor of Arts in Christian Ministry: Intercultural Studies

August 2018 - May 2022

- Projected graduation date: May 2022
- Current GPA: 4.0

Hutchinson Community College - Online — General Education

- 20 credit hours – Interpersonal Communication, Public Speaking, Psychology, and more.
- Overall GPA: 4.0

WORK EXPERIENCE

Ozark Christian College - Joplin, MO— Intercultural Studies Student Assistant

AUGUST 2021 - PRESENT

- Grade assignments, quizzes, and papers for department professors in a timely manner using the rubrics assigned.
- Assist with routine office duties such as restocking coffee items, making copies, and maintaining communications via email and social media.
- Organize department events by coordinating with snack providers, creating promotions, and delegating roles of involvement.

Chick-Fil-A - Joplin, MO — Senior Team Member

May 2021 - August 2021

- Ensured the work area was stocked, organized, and sanitary.
- Prepared drinks and basic food products in a timely manner.
- Greeted and served customers with a friendly and efficient demeanor.
- Communicated with fellow employees regarding customer orders and estimated times to prioritize and arrange orders.
- Trained incoming workers in the basics of leading with integrity, working the cash register, taking orders in the drive-thru, and organizing the food and drinks.

SKILLS

Team Leadership Experience

Event Coordination

Media Design

Multi-tasking

Skilled Communicator

Creative Problem Solver

Adaptable

Self-starter

VOLUNTEER EXPERIENCE

Converational English Teacher with Japanese English Connect.

ESL Teacher with Pioneer Bible Translators.

Barista and Café Worker for a non-profit and church.

Childcare Helper at Hope City Church.

ADDITIONAL WORK EXPERIENCE

Gym Assistant | OCC Athletic Dept. | 01/2019 - 11/2019

Summer Representative | OCC Admissions Dept. | 01/2019 - 08/2019

Summer Janitor | Sedgwick High School | 05/2016 - 08/2016

WORK EXPERIENCE CONTINUED

Ozark Christian College - Joplin, MO — *Ministry Center* ***Student Assistant of Communications & Events***

AUGUST 2019 - DECEMBER 2020

- Assessed materials of the Ministry Center for effectiveness and revised as necessary to fit current goals.
- Maintained communication with ministries requesting assistance and directed them to the appropriate opportunities.
- Arranged and delegated the tasks, people, and resources necessary for the Networking Lunch which hosted 150+ ministry representatives and students.
- Organized annual Community Volunteer Exposition which hosts 70+ booths with over 500 attendees.
- Oversaw communication of assignments to 20-40+ interns, site mentors, and professors throughout the summer.