

# Lauren M. Shover

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## Experience

### Prevention Specialist

Shalom Inc.

Prepare lesson plans  
Schedule program dates with schools  
Work with five grade schools/thirty classes per week  
Educate students on topics such as bullying, goal setting, substance abuse, etc.  
Complete paperwork in an extensive and timely manner

02/2017 – present  
Philadelphia, PA

### Artistic Director

Elephant Room Productions

Plan and maintain season each year  
Manage other company departments  
Plan events and productions  
Audition and cast productions  
Work closely with Executive Director

10/2014 – present  
Philadelphia, PA

### Office Manager/Waitress/Bartender

Continental Midtown – Starr Restaurants

Maintained extensive knowledge of current menu items  
Complete administrative tasks  
Work closely with events coordinator to manage special events/banquets  
Voluntarily worked several corporate marketing events

09/2013 – 01/2017  
Philadelphia, PA

### Server/Bartender

Rose Marie's Restaurant

Maintained knowledge of current menu items, garnishes, ingredients and preparation methods  
Delivered exceptional service by greeting and serving customers in a timely, friendly manner  
Promptly served all food courses and alcoholic beverages to guests  
Regularly checked on guests to ensure satisfaction with each food course and beverages  
Delivered exceptional, friendly and fast service  
Politely answered phones promptly and recorded and confirmed reservations

05/2011 – 08/2013  
Bloomsburg, PA

### Server/Hostess

T.G.I Fridays

Routinely cleaned and performed side work  
Inquired about guest satisfaction, anticipated additional needs and happily fulfilled requests  
Politely answered phones promptly and recorded and confirmed reservations  
Greeted guests and communicated about wait time  
Welcomed and acknowledge all guests in a friendly, service-oriented manner

06/2008 – 05/2011  
Mechanicsburg, PA

## Education

### Bachelor of the Arts

Bloomsburg University - Theatre Arts/Performance Emphasis

Minor in Psychology  
GPA - 3.43

Coursework in Communication and Theater Arts; Concentration in Directing  
Member of the Bloomsburg University Players (4 years)

Finalist in the Stage Directors and Choreographers Society Fellowship at the Kennedy Center for American College Theatre Festival

Awarded: "Best Student Director", "Best Assistant Director", "Best Main Stage Production"

09/2009 – 05/2013  
Bloomsburg, PA