

LAUREN R. HORTON

OBJECTIVE

To personally contribute polished interpersonal skills and achievements to local aspects of city planning and community building through consistent standards of desired education and experience.

FUNCTIONAL SUMMARY

Proficient in Microsoft Word, Publisher, Excel, Adobe and Aloha (programming software)

Highly experienced in financial spreadsheets, budgeting, and maintaining records of medium sized business and profits.

Excellent networking skills and community relations abilities.

Determined work ethic with emphasis in producing growth in various areas of business and increasing current standards of development.

Created and sustained high levels of training and system characteristics for entire staff (30+ individuals), developed a program including efficient techniques and an informational manual for all current and future employees.

EMPLOYMENT

2003 - current Ashley's Restaurant's Ltd. Ann Arbor, Michigan

Front of the House Manager, Fundraising Coordinator

Responsible for managing all aspects of the front of the house within the restaurant; including the selection, development, and performance management of restaurant employees; optimizing profits and increasing sales. Coordinate in-house fundraising events and local business incentives. Manage all operational issues ensuring Ashley's standards of quality and service are frequently exceeded.

2004 - current Porter's Premium Popcorn

Nichols Arcade

Operation Manager

Ann Arbor, Michigan

Responsibilities include (but are not limited to) staffing development, merchandising, setting sales goals, and expanding business.

EDUCATION

1998 - current Eastern Michigan University

Ypsilanti, Michigan

Urban & Regional Planning/ Geography

Enrolled with Senior status, graduating in 12/2005

PROFESSIONAL MEMBERSHIPS

American Planning Association Member

PLACE (Student Planning Organization) Vice President (1/05- current)