

Lauren Harmon

- EDUCATION** Texas A&M University, College Station, TX December 2010
Bachelor of Science in Agricultural Leadership and Development
Minor in Horticulture
- SKILLS**
- Decades of agricultural involvement
 - Experience with AgriLife Extension, 4-H, and FFA
 - An abundant amount of knowledge and experience with all species of livestock
 - Public sector experience
 - Extensive administrative and office management experience
 - Excellent interpersonal and communication skills
 - Proven efficiency with discretion and privacy
 - Efficient with keeping records and appropriately filing
 - Competent with coordinating appointments and schedules
 - Proficient with Microsoft Office (i.e. Word, Excel, and PowerPoint)
 - Years of experience working with diverse companies
 - Fast learner with exceptional organization and time management skills
 - Efficient with keeping records and appropriately filing
 - Thorough with training new employees
 - Strategic, creative, resourceful, and hands-on
- EXPERIENCE**
- Georgetown Farm Supply**, Georgetown, TX August 2018-Present
Customer Service/Cashier
- Assist customers with any and all inquiries
 - Manage a cash register
 - Operate a multi-line phone system
 - Process in-coming shipments
 - Learning how to place supply orders
 - Assist with customer deliveries
- Household**, Hamilton, TX July 2015-August 2018
Stay-At-Home-Mother
- Manage household finances and upheld weekly budget
 - Tending to all the needs of my children
 - Creating and/or assisting with age appropriate learning activities
 - Maintain an organized and clean household
 - On-the-spot creative problem solving
 - Ensure excellent time management
- Roger Mills OSU Extension Office**, Cheyenne, OK March 2015-July 2015
4-H & Youth Development County Extension Educator
- Worked first hand with the 4-H kids
 - Assisted the Agricultural and Natural Resources Educator with projects
 - Collaborated with 2 other counties to plan and facilitate Summer Camp
 - Created and facilitated several workshops
 - Comprised a list of ideas for future 4-H workshops
 - Attended meetings, training workshops, conferences, CPR trainings, and Summer Camp
 - Helped create flyers and handouts
 - Packaged soil samples and sent them off for testing
 - Practiced entering daily activities and meeting information into database
 - Loved every minute of it
- Rodeo Electric, LLC**, Sayre, OK June 2013-July 2015
Office Manager
- Provided excellent customer service via telephone, email, or in person

- Composed, delivered, and collected invoices
- Assisted in obtaining insurance bonds and managing workers compensation
- Kept record of current bills due, input into QuickBooks, and paid bills
- Collected and evaluated timesheets and jobs performed
- Worked closely with Accountants to process payroll and taxes
- Provided employees with benefits information and assisted with appropriate documentation
- Constructed job descriptions, qualifications, and job postings
- Processed new employee paperwork and built employee files
- Generated and analyzed employee assessments and evaluations
- Created necessary operating documents and instruction manuals on Word and Excel
- Knowledge of workers compensation rules and regulations

**Related Work
Experience**

Texas A&M University, College Station, TX

College of Agriculture Student Worker

August 2008-May 2009

- Assisted the Dean, the Advisors, and the Faculty
- Made copies, filed paperwork, answered the department phone, faxed documents, and emailed staff
- Ran any and all errands for the department
- Worked closely with The Admissions Office regarding student's academic status