

## Lauren Bills

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### Profile

Highly motivated professional with a background in leadership, client relations, managing corporate accounts, marketing and design. Flexible, creative, organized, and versatile – able to maintain focus under pressure and meet strict deadlines. A curious learner with a growth mindset and an ability to quickly absorb information and learn on the job. Capable of working independently with minimal supervision while being proficient in succeeding in challenging environments. Exceptional ability to lead, influence, and work across organizational boundaries with a consistent history of cross-functional collaboration. Proven ability to lead by example and consistently inspire creative colleagues to create differentiating, pioneering ideas that conceptualize world-class solutions. An expert in project management leadership, coaching teams to success. Skilled at developing brand strategies, executing re-brand developments, and building successful cross-functional teams.

### Professional Experience

- Effective at adapting to fast-changing deadlines while managing several corporate accounts.
- Skilled project management in a fast paced, demanding, deadline-driven environment.
- Responsible for managing a range of budgets while ensuring company profits off of best possible margin.
- Managed and directed site surveys, art proofing, production, and installation of large projects for commercial clients as well as the multi-family and healthcare industries.
- Long history of providing exceptional customer service and consistently meeting daily sales goals.
- Adapted to a fast paced, changing business environment as an administrative assistant for a law firm. Demonstrated a high level of professionalism interacting with lawyers, clients, court system administrators, and law enforcement professionals.
- Highly knowledgeable at scheduling, budgeting, and industrial contractor relationship management involving development and architectural teams in order to fulfill construction deadlines.
- Able to direct multiple teams, projects, and locations simultaneously.

### Awards and Certifications

- Bachelors Degree in Biology from the University of Georgia (2005)
- Associates Degree in Graphic Design from the Art Institute of Atlanta (2012)
- Academic Excellence and multiple Dean's List Awards at Art Institute
- Certified Trainer for Locos Corporate, Athens, GA (2003 - 2008)
- Training and Development Leader for Locos Corporate, Athens, GA (2005 -2008)

### Skills Summary

- Project Management
- Team Building
- Adobe InDesign
- Customer Service
- Leadership
- Account Management
- Adobe Illustrator
- Creativity

### Employment History

**Walton** | Remote | Director of Project Management | January 2022 to present

Directing a team of project managers through large-scale construction and re-brand projects for clients such as Amazon, Rivian, Puttshack and MARTA (metro Atlanta transit authority). Manage team financials and report to CEO and VP of Operations weekly as to gross margin for team, as well as forecast and client health.

**Stratus** | Remote | Healthcare Team Lead | July 2019 to December 2021

Led a team of project managers through large-scale re-branding and construction projects for clients such as UnitedHealthcare, Optum and Urgent Care.

**Benson Integrated Marketing Solutions** | Alpharetta, GA | Manager of Operations; Account Director, January 2014 to June 2019

**Manager of Operations:** Managed daily the scheduling of design and production. Engaged in multiple fast-paced, deadline-driven projects from conceptual design through submittals and production. Heavily involved with how re-branding packages are designed and produced, utilizing appropriate materials and finishes to meet client budgets and deadlines.

**Account Director:** Responsible for organizing and managing large-scale marketing projects. Experience includes implementing site surveys, wayfinding, estimating, permitting, art proofing, production, and installation of multiple large projects for the multifamily industry. Excelled in client relations in the fast-paced, brand oriented and deadline-driven multifamily industry. Managed multiple projects at once, including new construction and re-branding for clients spread nationwide.

**Commercial Signs** | Smyrna, GA | Graphic Designer/Project Manager, December 2012 to January 2014

Sales and management of large commercial signage projects. Developed art decks, fabrication drawings and estimates. Managed surveys, design, permitting, and installation for nationwide commercial clients.

### Honors & Activities

- Honor Student for Four Consecutive Quarters at The Art Institute of Atlanta
- Awarded for Attendance Record every quarter at the Art Institute of Atlanta
- Hope Scholarship Recipient
- Foster and Volunteer for Angels Among Us Pet Rescue
- Deans List Recipient at The Art Institute of Atlanta
- Yearly Charity Dinner for the Boys and Girls Club