

LAUREN ANDREWS

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EDUCATION

Bachelor of Science in Business Administration

Kansas State University | Manhattan, KS | May 2025

- GPA 3.892
- Major: Marketing

Bachelors of Arts and Sciences

Kansas State University | May 2025

- Major: Modern Languages - Spanish

Certificate in Professional Strategic Selling

Kansas State University | May 2025

EXPERIENCE

Global Facilities Project Proposals Intern

Burns & McDonnell | Kansas City, MO & Manhattan, KS | May 2023 - Aug 2024

Co-op During Fall and Spring Semester:

- Created social media packages to promote upcoming trade shows on LinkedIn.
- Redesigned presentation templates and updated project information for proposals with a fast turn around.
- Designed graphics to show the progression of proposed project timelines.
- Conducted research to help qualify new Food & Beverage line leads from advertisements.
- Designed a new template to start the process of updating 8 programmatic sheets for major clients that detailed all or the majority of the projects Burns & McDonnell had completed for them since their original partnership.
- Communicated with engineers for each project on each programmatic sheet to compile a project description, dates, and other relevant information for over 100 individual projects.
- Wrote project descriptions for newer projects and edited compiled descriptions from the engineers and old marketing materials.
- Maintained required confidentiality on the programmatic sheets for all 8 clients.

Summer Internship:

- Researched and redesigned the internal GFS Brochure describing each lane and their functions, market, and people integral to the lane.
- Learned Adobe Illustrator and created new icons to update the icon library.
- Reformatted external presentations for various business lanes.
- Revised old graphics to clarify the conveyed message and to update the style to reflect the newer marketing media.
- Assisted with the preparation of project proposals by creating org-charts and writing resumes for the project team members.
- Attended a Life Science & Technology conference to help with the booth and to learn more about the growing market.
- Worked with the other interns to organize a GFS division wide employee barbecue and coordinated the food and beverages including the smoking of over 500 lbs of meat in preparation.

Multiple Positions Held

American Dish Service | Edwardsville, KS | Summer 2022 - Summer 2024

Sales Intern (Part Time - Summer 2024)

- Conducted national industry and customer research by cold calling over 100 current customers to gather more information about their businesses' health, industry trends in their area, and the perceived differences between our machines and our competitors machines.
- Connected IBDEA members to the ADS sales team to further discuss the possibility of renting dishwashers alongside their ice machines by cold calling the companies, finding their decision makers, and pitching our dishwashers as an additional product offering.
- Cold Called Blue Prospects who are part of buying groups that don't purchase ADS dishwashers to remind them of ADS, send them a machine brochure, and make sure they didn't have any questions or concerns about our company or the machines.
- Set up meetings between the ADS sales team and prospects to further discuss the dishwashers in depth.
- Logged all call information into the Microsoft D365 system.

Marketing and Sales Assistant (Summer 2022)

- Assisted the sales and marketing department by calling around 2,000 customers to verify and update their contact information so that they could be transitioned into the companies CRM/ERP system.
- Utilized Constant Contact to send updated pricing lists, lead times on machines, as well as other promotional flyers.
- Aided the purchasing department by inputting around 4,500 vendor part numbers into the CRM/ERP system to help with the ease of part identification.
- Filled in for the receptionist for a week by answering the phone, resolving customer issues by directing them to company resources, and invoicing machine and parts orders.

HONORS & AWARDS

Phi Beta Kappa Member | Apr 2024 - Present

Sigma Delta Pi Member | Sep 2023 - Present

Megan Elizabeth Taylor Memorial Scholarship in Modern Languages | May 2024