

Lauryn Speights

North Hills, CA 91343

laurynsp8s1999@gmail.com

+1 818 489 2843

Authorized to work in the US for any employer

Work Experience

Front Desk Associate

Hot 8 Yoga - Woodland Hills, CA

April 2022 to Present

At the front desk, I am responsible for all customer service. Whether that be over the phone or in person. I handle all discrepancies and find ways to solve them. Other duties as front desk crew requires: cleaning, laundry, retail, sales, and connecting with clients.

Actress/Model

Osbrink Agency - North Hollywood, CA

January 2002 to Present

I have been working as an actress and model my entire life. I've done commercials, tv shows, and movies. Working in the entertainment industry since a child has helped me understand social skills, negotiation, and has given me a relentless work ethic.

Staging Assistant

Speights Realty Group - North Hills, CA

June 2016 to December 2021

- Traveling to homes
- Shopping for furniture and accessories
- Cleaning and decluttering
- Moving furniture around

Guest Services

JOEY Restaurants - Woodland Hills, CA

June 2019 to September 2021

Working for JOEY Restaurants gave me so much experience with organization skills, communication, styling the layout and flow of the floor, along with customer service skills. I had to deal with complaints, refunds, quality checks, and delegating tasks. My work ethic allowed me to work long hours of standing and walking throughout the restaurant.

Sales Associate

American Apparel - Woodland Hills, CA

May 2016 to April 2017

Being a sales associate with American Apparel taught me about inventory and it's importance. I learned how to enter data and how to style a store front. Even though my job description didn't require visual

merchandising, I was still eager to learn. We would constantly change the design of our store and move things around to best fit our aesthetic. I stayed with the company till it shut down all of it's retail stores.

Education

Associate's degree in Sociology

Los Angeles Pierce College - Woodland Hills, CA

June 2023 to Present

High school diploma

Oak Park Independent - Oak Park, CA

September 2014 to May 2017

Skills

- Restaurant Experience
- Guest Services
- Host/Hostess
- Yoga
- Front Desk

Certifications and Licenses

Online Interior Design Certificate

Present

Additional Information

I am a fast learner as well as a hard worker. I'm used to multitasking and learning new skills is something I excel at. Although, I am a creative person... I know how to organize my ideas and execute in a timely manner.