

Resume

LAUREN LUKACEK

PROFESSIONAL • RELIABLE • ACCOMPLISHED



PROFILE

Hello, As a dedicated professional with 10+ years combined experience in film and TV, product and lifestyle photography, and assistant roles, I enjoy coordinating, planning and having creative reign. Team leading, detail tackling, and creative problem solving are my areas of expertise.

PROFILE

EDUCATION

KENT STATE UNIVERSITY
2002-2007
B.S. Photo-Illustration / B.A. Art History

TECH SKILLS

Microsoft Office

CS Photoshop

Gmail and apps

Social Media Platforms

EXPERTISE

- CREATIVE PROBLEM SOLVING
- TIME MANAGEMENT • SENSE OF STYLE • MULTI-TASKING •
- CREATIVE PROBLEM SOLVING • MANAGEMENT • EVENT COORDINATION • ATTENTION TO DETAIL •

EXPERIENCE

OCTOBER 2016

JANUARY 2018

PHOTOGRAPHER | **GOTO FULFILLMENT**
Photographing products for launch on ecommerce sites like Amazon, Ebay, and Walmart. Develop, plan, coordinate and execute ideas for photo shoots for web and catalogs. Direct and guide graphic designers to ensure on time delivery of images. Created photography workflow, and trained photography intern.

DECEMBER 2015

APRIL 2016

EXECUTIVE ASSISTANT | **ROWL, INC.**
Maintaining calendar for busy entrepreneur, including project management for businesses he owns. Working with Google Docs, Gmail, Excel, and Google Calendar. Quickly solving problems and coordinating with several people to complete tasks. Handling sensitive information. Coordinating and developing social media. Tackling tough last-minute planning issues.

NOVEMBER 2014

AUGUST 2015

EXECUTIVE ASSISTANT | **KARGA SEVEN**
Heavy call rolling. Maintaining calendar for 3 executives, arranging domestic and international travel. Working with Google Docs, Gmail, Excel, and Google Calendar. Quickly solving problems and delegating tasks. Handling sensitive information and coordinating with multiple departments. Coordinating social media.

ADDRESS
11021 Quill Ave
Sunland, CA 91040

PHONE
Cell | 630-989-9097

WEB
laurenlukacek@gmail.com

EXPERIENCE

(CONTINUED)

JULY
2008

PRODUCER ASSISTANT | **LYNN RENEE PRODUCTIONS**

JANUARY
2014

Organized and scheduled shoots using time management, logic and reasoning techniques. Worked as a team with designers and photographers in numerous client photo shoots. General administrative duties include: answering phones, scheduling, copying, and filing. Some social media work.

JUNE
2012

LOCATION COORDINATOR | **DHOOM 3 (film)**

AUGUST
2012

Coordinated location contracts, permits, barricades, insurance, and pre-production planning. Built and maintained relationships with building management. Negotiated with building management for use of facilities. Acted as communication hub between production and locations departments. Participated in contract negotiations and meetings with production. Fast paced environment with tight deadlines.

JANUARY
2008

PHOTOGRAPHER | **L² PHOTO**

PRESENT

Started sole proprietor business from the ground up. Consulted friends for marketing and website help. Learned to maintain and build website. Ran a successful marketing campaign through an online deal company and sold over 150 photography packages in 2 days. Built and maintained client relationships. Supported charities and local businesses with photography services for their events. Hired assistants when needed. Art directed and produced photo shoots.

REFERENCES

EXTRA



CAMILLE MEDINA
WRITER

*San Mateo, CA
909-644-9932
Camillem491@gmail.com*



LYNN PERSIN
PRODUCER / PHOTOGRAPHER

*Chicago, IL
773-343-8020
lynnreeneepersin@gmail.com*



JESSICA CORCIO
KEY HOLDER

*Los Angeles, CA
815-690-9473
jessicacorcio@gmail.com*



RIZZA MAGNO
TAGALOG TRANSLATOR

*Los Angeles, CA
626-695-2640
rizzamagno@gmail.com*

VOLUNTEER: Orientation
Leader @ Kent State

INTERN: Photography
intern with Callie Lipkin

VOLUNTEER: Art room play
facilitator @ Children's
Museum

VOLUNTEER: Photographer
for Ken-Mar Dog Rescue

Dean's List @ Kent State

STUDY ABROAD: London,
Italy, New York

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