

LAUREN FENWICK

PUBLIC RELATIONS & EVENT SPECIALIST

Strategic and energetic communicator with 3+ years of experience in PR, events, and digital strategy. Skilled at blending big-picture storytelling with detailed execution across hospitality, nonprofit, and lifestyle spaces, with a particular interest in hotel, travel, and food PR.

PROFESSIONAL EXPERIENCE

- 10/2024 - present

Communications & Operations Coordinator
Guam-Micronesia Mission of Seventh Day Adventists

- Directed digital and social media strategy while collaborating with global stakeholders and media to ensure consistent brand voice, polished content, and a 21% boost in engagement across all channels
 - Led creative direction and logistical planning for multi-day conferences and volunteer retreats for 30+ attendees.
 - Scripted and produced executive video reports and internal messaging, supporting leadership visibility and mission clarity.
 - Managed recruitment communications and onboarding for 40+ international volunteers, streamlining applicant workflows and strengthening organizational messaging.
- 7/2023-5/2024

Event Planner & Coordinator
Southern Adventist University

- Designed and executed a diverse social event calendar for 1,000+ students
 - Managed logistics: vendor communication, safety coordination, setup, teardown, and budgeting
 - Led a 10+ person student team, ensuring effective collaboration and high-quality delivery
 - Incorporated community feedback to elevate the student experience
- Summers 2023-2025

Public Relations Intern & Sales Associate
Momentum Outfitters - Saugatuck

- Launched a local retail brand's digital marketing, boosting visibility through curated content
 - Created print and digital assets, including press releases, web design, and ad campaigns
 - Directed styled product shoots and optimized in-store visuals to enhance brand experience
- Summer 2022

Member Services & Event Staff
Saugatuck Yacht Club

- Delivered personalized service to high-end club members and guests
 - Supported event execution, including private events, networking functions, and holiday events
 - Collaborated with event planners, catering, and vendors to ensure seamless experiences

 616-610-6318

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 Oceanside, CA

SKILLS

- Writing
 - Content Creation
 - Event Planning
 - Logistics
 - Public Speaking
 - Vendor Coordination
 - Meta Business Suite
 - Social media strategy
 - Project management
 - Canva
 - Microsoft Office
- Specialist (Certified)

EDUCATION

B.S. Business
Administration-Public
Relations

Southern Adventist University,
GPA 3.9

2021-2024

LANGUAGES

- English
- Spanish - *intermediate*