
LAUREN ORKUS

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PROFESSIONAL EXPERIENCE

BARNICLE BROTHERS, New York, NY

2020 – present

Independent documentary production company

Head of Operations and Business Affairs

- Manage finance, operations, human resources and business affairs
- Projects include: This Is A Robbery (Netflix), Carol & Johnny (Tribeca premiere), The Five Families (A&E networks). Clients include: Major League Baseball, Boston Red Sox
- Act as strategic collaborator and advisor to CEO, providing accountability and creating stability
- Improved strategic planning and overhauled internal workings of company, dramatically increasing efficiencies, transparency and profitability

ALLEN & COMPANY, New York, NY

2019 – 2019

Boutique Investment Bank

Corporate Events Operations

- Managed logistics and headquarters for 2019 Sun Valley media, finance and technology conference
- Project managed vendor installations and supervised local staff, ensuring smooth operations of highly detailed and complex flagship event

APARTMENT THERAPY MEDIA, New York, NY

2016 – 2019

A digital media home and lifestyle company with \$20 million in revenue and 95 employees

Director of Operations 12/2017 – 2019

- Reported to CFO/COO, providing senior support and managing his strategic initiatives
- Led a department of five direct reports overseeing office management and facilities, IT, administrative operations, contract management, legal, and risk management. Managed budget for operations and company G&A
- Project managed new technology implementation of Salesforce while overhauling company sales process
- Active in human resources recruitment process for new hires in operations department, as well as partner departments, and executed annual team performance reviews
- Set quarterly objectives and key results, served as connecting role between staff and C-level executives

Business Operations Manager 8/2016 – 11/2017

- Worked collaboratively and cross-departmentally to improve business processes in a rapidly growing company with little formal structure.
- Developed contract review/management system and became lead contract and legal liaison for the organization. Team reviews over 150 contracts and licensing agreements per year
- Project managed the implementation of a new freelancer platform for editorial teams, onboarding over 450 new contractors

- Managed relationships with vendors and consultants

Accounting Manager 1/2016 – 7/2016

- Managed Accounts Payable, freelancer contracts and invoicing, 1099s, reimbursable expenses and daily department activity

INDEPENDENT BOOKKEEPER, Brooklyn, NY

2008 – 2016

- Provided accounting services to individuals and small businesses including architects, interior designers, artists, filmmakers and restaurants
- Services included account reconciliation, bill pay, month close, tax preparation and financial forecasting

EDUCATION AND TRAINING

Master of Fine Arts, Acting FSU/Asolo Theatre Conservatory

Bachelor of Arts, Theater Pennsylvania State University

Certificate of Achievement in Contract Law from Harvard X

SKILLS

- QuickBooks; desktop and online, Excel, Microsoft Office, Adobe, Google Platform, Salesforce, Contract Review, Copyediting

VOLUNTEER

- RiverArts – Board Vice Chair; 2019 to present
- Design Thinking at Pace University – Board of Advisors