

Fiona Lanai Lazar

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PROFESSIONAL SUMMARY

Multifaceted professional with superb organizational skills and attention to details. Experience working directly with the boss to fulfill whatever he/she needs doing plus building and managing teams. Passionate about helping others reach their full potential and creating a vibrant, compassionate working environment.

EXPERIENCE

Holistic Nutrition Coach, Personal Chef, Founder, Plants So Good

February 2021 – present

Starting my own business has given me countless new skills, most importantly, the ability to take something that needs doing, break it down into actionable steps, figure out how to do it, and get it done.

- Learned new skills to improve my business including copywriting, blog post structure, and SEO
- Designed a comprehensive brand and built a WordPress website from scratch
- Developed menus, created and tested recipes, catered special events, and taught cooking classes
- Grew my social media following via consistent organic growth by 115%

Communications Manager, Faubourg Theatre

August, 2017 – October 2019

Working in this performing arts organization, my key responsibility involved turning my boss' ideas into actions. This included administrative duties, organizing and scheduling events, creating job descriptions and process documents, and building up the company's social media presence.

- Organized events, performances, and classes for students and parents
- Established the hiring process for the company: created job descriptions, conducted interviews, evaluated candidates
- Pursued business development strategies including streamlining registration processes and applying for grants
- Managed all digital marketing and social media for the organization

Director of Operations, Patisserie Coralie

July 2017 - April 2019

This position provided me with valuable experience in managing a diverse team of 30 people spread over three locations. Key responsibilities included interviewing and hiring employees, creating training programs and process documents, organizing and managing events, bookkeeping, and administrative duties.

- Supervised three store managers in day to day operations of multiple locations; managed the opening of two new stores
- Built up the events portion of the company to be a substantial source of revenue, organized and managed all special events
- Launched and standardized hiring process for the company: created job descriptions, interviewed 50 candidates, and hired and trained fifteen team members across all cafe locations
- Decreased employee turnover rate and built a strong organizational culture in a transactional industry by increasing employee loyalty with engaging social outings and team-building events

Office Manager, Patisserie Coralie

August 2015 – July 2017

- Provided administrative support including bookkeeping, inbox management, and appointment scheduling
- Handled accounts payable and accounts receivable for the entire organization (3 separate restaurant concepts)
- Increased organizational efficiency by streamlining the communication between front and back of house

Travel Coordinator, Depaul University Hospitality Seminar

January 2016 – July 2016

- Coordinated visits in multiple languages with vendors, tour guides, and hospitality professionals
- Arranged tours and presentations
- Coordinated group travel via public and private transportation services in France & Switzerland

EDUCATION

Certification in Holistic Nutrition, American Fitness Professionals & Associates

February, 2021

Certification in Plant-Based Professional Culinary Arts, Rouxbe Online Culinary School

July, 2020

MS in Hospitality Leadership and Operational Performance, Kellstadt School of Business at DePaul University

August, 2016

BA in Art History and Dance, Bard College at Simon's Rock

May, 2012

SKILLS

Business administration, change management, talent acquisition and training, organizational development, fluent Italian and German