

SONYA LAWRENCE

Digital Specialist

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Fiercely driven professional with strong desire to learn and further the growth, success, and overall happiness of others. Recognized for abstract problem solving, creative communication and successful contributions to positive change. Seeking a position that celebrates creativity and innovation with a forward thinking company that aligns with personal and professional values.

EXPERIENCE

Digital Specialist

JES Holdings, LLC / 2024 - Present

- Maintained and updated company WordPress websites, including the integration of third-party tools and management of various CMS & CRM solutions.
- Led content creation initiatives with a strong emphasis on communications, encompassing the development of educational materials such as workbooks, presentations, email campaigns, blogs, and more, along with news articles, training materials, company branding, and advertising strategies.
- Played a key role in establishing, managing, and optimizing all company social media accounts, significantly enhancing brand visibility and engagement.
- Developed and maintained the SharePoint ecosystem, including the employee intranet and custom solutions, ensuring seamless internal communications and efficient workflow processes.

Data Analyst

JES Holdings, LLC / 2023 - 2024

- Created and implemented tailored SharePoint solutions to streamline processes, boosting efficiency across departments.
- Identified innovative solutions aligned with company objectives through detailed market research and industry analysis.
- Compiled research into actionable reports and strategic proposals for executive review, guiding informed decision-making.
- Led the development and management of internal communication strategies to enhance organizational alignment and engagement.
- Produced high-impact white papers, presentations, and training materials for executives and departments, simplifying complex information to support strategic initiatives.

Risk Management Coordinator

JES Holdings, LLC / 2019 - 2023

- Implemented process-based solutions to significantly enhance operational efficiency across multiple departments, achieving notable improvements in performance and workflow.
- Reorganized and optimized key programs—including insurance, underwriting, incident reporting, accommodations, and occupational medicine—ensuring alignment with best practices and regulatory standards for greater effectiveness and compliance.
- Developed and delivered comprehensive training materials, conducted various training sessions and orientations, including those for new hires, to enhance workforce knowledge, cohesion, and operational readiness.
- Utilized Microsoft 365, SharePoint, and the Power Platform to design and deploy custom solutions, driving operational excellence, streamlining processes, and fostering innovation across the organization.

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EXPERIENCE CONTINUED

Accounts Payable Specialist

JES Holdings, LLC / 2016 - 2019

- Processed a variety of financial documents, including invoices, AIA applications, and lien waivers, ensuring accurate and timely payment to vendors and subcontractors while adhering to organizational policies and procedures.
- Managed the tracking and enforcement of subcontractor insurance compliance, verifying that all required documentation was up-to-date and met company and regulatory standards to mitigate risk and ensure contractual obligations were met.
- Assisted with the month-end reconciliation of accounts payable clearing accounts, meticulously reviewing and reconciling transaction records to ensure accuracy and completeness, and resolving any discrepancies to maintain financial integrity.
- Performed additional accounts payable functions, such as reviewing and coding expense reports, maintaining accurate vendor records, processing payment batches, and supporting the preparation of financial reports, contributing to overall financial accuracy and efficiency.

Deputy Clerk

Boone County Circuit Clerks Office/ 2012 - 2016

- Managed and maintained court documents including judgments, orders, and proceedings, ensuring accuracy and compliance.
- Issued legal documents such as summons, subpoenas, and garnishments, following court procedures.
- Provided assistance to community members, attorneys, judges, and law enforcement on court-related matters.
- Coordinated court schedules, hearings, and trials, and handled court fees and payments.
- Prepared case dockets and reports, supporting judges and court staff while maintaining confidentiality and security of information.

SKILLS

- Active Listening
- Written Communication
- Creative Problem Solving
- Team Collaboration
- Attention to Detail
- Curiosity & Innovation
- Digital Marketing
- Copy writing
- Social Media Management
- Communication
- Content Creation
- Project & Process Management
- M365/Share Point/Teams/Viva/Power Platform
- Adobe Suite
- Google Suite
- Social Media Platforms
- Various CRM & CMS Platforms
- WIX Studio/Word press

EDUCATION

High school Diploma

Marshall High school / 2001-2005

College Education

120+ Credit Hours / Business Studies

AWARDS

The BEAR Award

JES Holdings, LLC / December 2022

"The BEAR Award is a notable award given to one individual in the company annually. The BEAR award recognizes an employee that has made significant contribution that has resulted in positive financial impact."