

July 19, 2011

Dear Sir/Madame:

Attached is my resume for your consideration for an entry level position. Having graduated from Dallas Baptist University, I am searching for a position where I can use my talents and grow personally and professionally.

I am a well organized, hard working team player, and am looking for a position where I can learn, contribute and grow. My salary requirements are open at this time. I would appreciate an opportunity to discuss the position and my qualifications with you further. I look forward to hearing from you.

Sincerely,

Lauren Ott

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laurenleo84@yahoo.com

972-672-8836

OBJECTIVE

To use my education and experience in an environment where I could contribute and grow professionally

EDUCATION

Dallas Baptist University, BS, Communications, December 2008	GPA 3.5
Dallas County Community College, AA in General Studies, May 2006	GPA 3.5
Lutheran High School of Dallas	GPA 3.5

WORK EXPERIENCE

SMU Youth Camp ***6/2011-Present***

- Administrative duties, phone coverage, assistant with teachers

Pride Staff Temporary Agency, Dallas, TX ***9/2009-3/2011***

- Administrative duties, phone coverage, data entry projects for several large corporations in the insurance and food service industries

Superior Search and Staffing, Dallas, TX ***3/2010-3/2011***

- Responsible for special projects and customer service data entry

First Baptist Church, Dallas, TX ***6/2009-8/2009***

-Counselor for Summer Daze
-Field trips-Team leader for 6-8 children
-Supervised children's activities-crafts and Bible stories

KTXG Radio Station, Melissa, TX Intern ***1/2008-5/2008***

-Computer data entry and telephone soliciting
-Preparing mailings and assisted in event planning
-Assisted station manager with administrative tasks

Nanny, Plano, TX ***8/2005-6/2007***

-Transporting child from school to appointments and events
-Supervising activities and homework
-Responsible for assisting in day to day home oversight

VOLUNTEER EXPERIENCE

Insight for Living	<i>7/2008-12/2008</i>
Vision Kids Mentoring Program	<i>10/2005-10/2007</i>
St. Marks Summer Camp	<i>Summer 2002</i>
ESD Summer Camp	<i>Summer 2001</i>

HONORS

Academic Honors List
Dean's Academic Honors List

COMPUTER SKILLS: MS Word, MS Excel, MS PowerPoint