

Lauren Ott

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(214) 908-1927 Cell

OBJECTIVE

To use my organizational skills in a team environment to coordinate, plan and support daily operational and administrative functions.

EDUCATION

Dallas Baptist University, BS, Communications, December 2008	GPA 3.7
Dallas County Community College, AA in General Studies, May 2006	GPA 3.5
Lutheran High School of Dallas	GPA 3.5

WORK EXPERIENCE

Superior Search and Staffing, Dallas, TX

- Administrative duties-scanning, data entry

3/2009-Present

Pride Staff Temporary Agency, Dallas, TX

- Administrative duties, phone coverage, data entry

9/2009-12-2009

First Baptist Church, Dallas, TX

-Counselor for Summer Daze

-Field trips-kept up with 6-8 children and looking after them

-Involved in children's activities-crafts and Bible stories

6/2009-8/2009

KTXG Radio Station, Melissa, TX

-Computer data entry

-Event planning

Intern

-Preparing mailings for event planning

-Administrative tasks

1/2008-5/2008

Nanny, Plano, TX

-Light housework

-Supervising activities

- Picking up child from school

-Transporting to appointments and events

8/2005-6/2007

VOLUNTEER EXPERIENCE

Insight for Living

Vision Kids Mentoring Program

St. Marks Summer Camp

ESD Summer Camp

7/2008-12/2008

10/2005-Present

Summer 2002

Summer 2001

HONORS

Academic Honors List

Dean's Academic Honors List

COMPUTER SKILLS

Proficient in Windows XP, MS Word, MS Excel, MS PowerPoint