# LAUREN L. BAILEY

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## **OBJECTIVE**

Obtain a position that will enable me to use my education, experience, willingness to learn and desire to work with others to support the success and goals of an organization- or in this instance, help to minister to our church family through children's ministry. To see our youth grow up to love and serve the Lord with all their heart and soul and mind.

#### **EDUCATION**

1996 – 2000 **Memorial Baptist Christian School** Williamsport, PA 2000 – 2004 **Clarion University of Pennsylvania** Clarion, PA

- B.S. in Business Administration.
- Major: Finance.
- G.P.A of 3.2.

## SUMMARY OF QUALIFICATIONS AND CHARACTERISTICS

- Hard working. Extremely organized and detail-oriented.
- Honest and dependable person who is easy-going and enjoys working with people.
- Proficient in MS Word, MS Excel, MS PowerPoint, and MS Access.
- 6+ years experience in: Payroll, Bookkeeping, Banking, Money management, Clerical work, and Customer Service.
- 8+ years experience in Children's Ministry.

### WORK EXPERIENCE

2008 – 2017 Old Mahoning Baptist Church

Smicksburg, Pa

Children's Ministry Teacher

Scheduled teachers/assistants.

Planned curriculum and activities.

Organized children's special music and events.

2003 - 2004 Rt. 87 Speedway

Montoursville, Pa.

Assistant Manager

Responsible for scheduling employee shifts.

Trained all new employees.

Performed all banking and bookkeeping for incoming revenue.

2002 - 2003 Lincoln Mortgage

Winchester, Va.

Administrative Assistant to President of the company.

Worked there while attending college to help pay for education.

Responsible for all employee payroll accounts.

Scheduled all appointments and meetings.

Managed the company's rental properties.

Sharon Rank- Doula and fellow church attendee at IAC <a href="mailto:Sharon.denson@gmail.com">Sharon.denson@gmail.com</a> 412-480-0213

Linda Bailey – Pastor Ed Bailey's wife at Family Bible Church <a href="mailto:Ecbailey334@comcast.net">Ecbailey334@comcast.net</a>
724-650-3209

Penny Wallace – Children Ministry Director, OMBC Penny.mcsupply@gmail.com 724-840-6978

Tiffany Yackuboskey – Teacher at North Catholic High School <u>Tlyack@gmail.com</u> 724-840-9117

Performed all clerical tasks and dealt with all areas of customer service on a daily basis.

1999 - 2002 First Union National Bank

Winchester, Va.

Youngest bank teller ever hired (at that time).

Worked there while attending high school and college.

Responsible for withdrawals/deposits, loan payments, opening accounts and all other aspects of banking.

Provided customer service for clients needing assistance regarding their accounts.