

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.	

REFERENCES

Sharon.denson@gmail.com

Ecbailey334@comcast.net

Penny.mcsupply@gmail.com

Tlyack@gmail.com

Provided customer service for clients needing assistance regarding their accounts.