

Lauren Elizabeth Wenzel

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Education

**Michigan State University –
Full Stack Web Dev Bootcamp**

Jan. 2021 to July 2021

Speakeasy Language School
Barcelona, Spain

April 2018 to Dec. 2018

University of Michigan-Dearborn
Dearborn, Michigan

Sept. 2013 to Dec. 2015

Bachelor's degree in Criminal Justice, Minor in Sociology

Oakland County Community College
Farmington Hills, Michigan
Associates Degree in Liberal Arts

Sept. 2011 to April 2013

Technical Proficiencies

- Browser-Based Technologies: HTML, CSS, JavaScript, jQuery, Bootstrap, Responsive Design, and Local Storage
- Computer Science applied to JavaScript: Algorithms, Efficiency, Data Structures
- API Interaction: API, JSON
- Server-Side Development: Node.js

Projects

WillWeather

WillWeather is a weather forecast activity planning app, which uses API data to fetch 5 day & 12 hour forecast data based on location. The main goal of this app is to assist users as a weather forecaster and day planner to plan out their daily outdoor activities.

Languages: HTML, CSS, JavaScript

Deployed App: hhhhhaaaa.github.io/WillWeather/

Workday Scheduler

This app is a simple hourly day planner for users to be able to plan their workday.

Languages: HTML, CSS, JavaScript

Deployed App: laurenzel93.github.io/workday-scheduler/

Random Password Generator

This app will randomly generate a password based on preferences determined by the user including character length and the inclusion or omission of lowercase letters, uppercase letters, numbers, and special characters.

Languages: HTML, CSS, JavaScript

Deployed App: laurenzel93.github.io/password-generator/

Professional Links

- LinkedIn: [linkedin.com/in/lauren-wenzel-b20b03108/](https://www.linkedin.com/in/lauren-wenzel-b20b03108/)
- Github: github.com/Laurenzel93
- My Portfolio: laurenzel93.github.io/my-portfolio/

Employment

Orchard Lake City Hall

February 2019 to Present

Orchard Lake, Michigan

Position: Administrative Assistant - Building Department

I am responsible for managing files, folders and manual records, as well as creating new records in our city-specific building program in order to issue any building/zoning permits for city residents. I frequently interact with the public to answer any questions and aid with any concerns about general city issues. I also am responsible for creating all city council and planning commission meeting minutes to be uploaded on the city website for public access. I work closely with and help aid the Director of City Services, City Clerk, and our many building inspectors.

White Glove Workshops

February 2017 to April 2018

Birmingham, Michigan

Position: Administrative Assistant

I was the assistant to our Chief Operating Officer. I led a small team that handled all event registrant outreach and communications. I was the main point of contact between our sales force and BroadRidge, our financial educational content provider. I also was a lead project manager that trained employees on RingCentral Office, a cloud-based business communications system with enterprise-grade voice, fax, text, online meetings, conferencing, and collaboration.

Quicken Loans

February 2016 to August 2016

Detroit, Michigan

Position: Purchase Mortgage Banker

As a mortgage banker, my main goal was to advise clients on the home-buying process. I consistently consulted with clients about current and future financial needs to help them achieve their goals. This position relied upon frequent communication, and every call was returned within 24 hours. With all communication being over the phone, I became good at building relationships with clients. The position helped me become much more adaptable, coachable, and self-motivated in advancing my career. This position heavily encouraged team work, and I very much enjoyed being a resource for other team members. Before interacting with any clients, it was a requirement to complete months of rigorous training that included federal, state, and in-company education courses and test-taking.

REFERENCES AVAILABLE UPON REQUEST