

Lauren K. Smith

Indianapolis, IN | lauren.smith@email.com | (317) 555-8421

Professional Summary

Recent college graduate seeking entry-level opportunities to apply strong communication and organizational skills. Eager to learn and contribute in a fast-paced environment.

Core Competencies

- Written & Verbal Communication
 - Organization
 - Time Management
 - Teamwork
 - Presentation Skills
 - Adaptability
 - Research
 - Microsoft Office
-

Professional Experience

N/A

Education

B.A. English, Indiana University

Technical Skills

MS Office | Google Workspace

Languages

English (native)