

Lauren Granada

laurengranada@utexas.edu

www.laurengranada.com

EDUCATION

The University of Texas at Austin	Bachelor of Liberal Arts, Philosophy Business Foundations Certificate, Red McCombs School of Business	May 2016
--	--	----------

EXPERIENCE

Flahive, Ogden & Latson, Attorneys at Law - Briefing Clerk; Austin, TX	July 2015 - Present
---	---------------------

- Organize material into 21 categories to allow for escalation of pertinent information to attorney
- Proofread details for files ranging between 100-2000 pages
- Provided necessary material to the Division of Worker's Compensation, claimants, and opposing counsel

Freelance Work— Videographer/Director/Editor	May 2012 - Present
---	--------------------

- Managed and executed freelance video work
- Project: *To The Light: Ernie's Song*; Edited footage of scuba and diving hall of fame filmmaker, Nancy McGee, for the dedication video of Ernest H. Brooks II, famous underwater photographer/videographer, shown at the *Our World Underwater* convention in Chicago, 2012
- Other project matter include: weddings, engagements, school performances and short films

The Dobie Center – Resident Assistant and Leasing Agent; Austin, TX	May 2014 - August 2015
--	------------------------

- Supervised and mentored a floor of 32 residents on techniques with conflict mediation and
- Budgeted and executed 5 monthly events floor-wide and dorm-wide to build community
- Provided customer service daily to roughly thirty to forty residents over the phone and in person at front desk
- Acquired and exerted techniques on conflict mediation and emergency procedures

YMCA – Swim Instructor; Grand Prairie, TX	June 2012 – August 2012
--	-------------------------

- Earned CPR certificate accompanied by multiple entry, intermediate, and advanced level swim education certificates
- Instructed multiple classes of 5-9 children daily at various swimming experience levels

Grand Prairie Air Hogs - Press Box/Film Crew; Grand Prairie, TX	Summer 2010, Summer 2011
--	--------------------------

- Responsible for setting up cameras and filming local minor league baseball team games
- Accountable for coordinating play back board, and led a team of three cameramen.

LEADERSHIP EXPERIENCE AND ACTIVITIES

Texas Pearls - Founding member	November 2015 - Present
---------------------------------------	-------------------------

- Founded a spirit group at the University of Texas at Austin
- Collaborated with other founding members in creating the spirit group constitution

Religious Studies Group - Member	Spring 2015
---	-------------

- Promoted fundraising and activities as an officer for the club
- Recruited individuals to join the club and introduce different religious debates within society

IE Mentorship Program - Mentee	Fall 2014
---------------------------------------	-----------

- Mentee to first year UT Law student for the duration of a semester
- Inquired about law school and its process, as well as the various types of law

Digital Storytelling Seminar - Editor	Spring 2014
--	-------------

- Collaborated with other students who had passion for creativity, production, and film through a 12-week seminar
- Attained additional information about editing, production, and writing

ADDITIONAL SKILLS

Computer Skills: MS Word, Excel, PowerPoint, Access, Publisher, Premiere Pro, Final Cut Pro -Three years of experience in a media tech program, Photoshop CS5, Motion 4, Beginner-level coding in HTML, CSS, and PHP

Languages: Bilingual in Spanish and English

Interpersonal skills: experience managing large groups of people, with awareness of diverse personalities