

Lauryn Kamler

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EDUCATION

University of Missouri

Master of Science in Learning Technologies and Design (*In Progress*)
Graduate Certificate in User Experience and Usability (UXU)

Columbia, Missouri

Expected Graduation Date:
May 2025

University of Missouri

Bachelor of Arts in History
Minor in Classical Studies
Certificate in Multicultural Studies
Certificate in American Constitutional Democracy

Columbia, Missouri

GPA: 3.649

Graduation Date: May 2019

Dean's List for 5 Semesters

IES Abroad

History and Film Studies

London, United Kingdom

June 2017 - July 2017

WORK EXPERIENCE

University of Missouri Health Care

Office Support Specialist

Columbia, Missouri

May 2022 - March 2023

- Performed administrative support tasks for Pathologists, residents and post-sophomore fellows.
- Pulled histological slides for review in a timely and accurate manner and completed weekly cancer tracking mailing to physicians within the University Healthcare system using Microsoft Word and Excel.

Flat Branch Home Loans

Post-Closing Specialist

Columbia, Missouri

Dec. 2019 – April 2021

- Reviewed mortgages and title policies to ensure accuracy, obtaining corrected documents.
- Performed audit and collection of documents using Encompass LOS and Microsoft Excel.

University of Missouri Archives

Student Assistant

Columbia, Missouri

Sept. 2018 – May 2019

- Researched and fulfilled patron requests using print and digital records and microfilm.
 - Organized and created collections, in digital and physical formats.
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INTERNSHIP AND VOLUNTEER EXPERIENCE

Missouri State Archives

Intern

Jefferson City, Missouri

June 2019 – July 2019

- Performed surface cleaning and humidification of historic documents.
- Organized historical information in digital databases using Microsoft Excel.

Harry S. Truman Presidential Library and Museum

Museum Unit and Education Unit Intern

Independence, Missouri

June 2018 - July 2018

- Aided diverse groups of patrons at museum events and assisted with educational programming at the White House Decision Center.

A Way with Words and Numbers

Tutor

Columbia, Missouri

Aug. 2017 - Dec. 2017

- Served as Reading and Mathematics Tutor for second and fourth grade students in Columbia Public Schools.