

LAUREN WATSKY

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EDUCATION	UNIVERSITY OF MICHIGAN School of Information Class of 2022 <ul style="list-style-type: none">• B.S. in Information Science• GPA: 3.95/4.00• Awards: University Honors (2018-2019) Stephen M. Ross School of Business <ul style="list-style-type: none">• Minor in Business Extracurriculars <ul style="list-style-type: none">• Current: Marketing Chair and Standards Board Member; Former: E-Communications Chair, Phi Beta Lambda Professional Business Fraternity• Active Member, Delta Phi Epsilon Sorority	Ann Arbor, MI
	NORTH FARMINGTON HIGH SCHOOL Class of 2018 <ul style="list-style-type: none">• GPA: 4.00/4.00 (unweighted)	Farmington Hills, MI
EXPERIENCE	FRIEDMAN REAL ESTATE Business Process Improvement Intern <ul style="list-style-type: none">• Assisted with the on-boarding of 50 newly acquired properties utilizing Microsoft Dynamics, Yardi Voyager, and Rent Café for smooth day-to-day accounting, leasing, and resident related operations, increasing visibility within the organization• Analyzed a variety of e-signature platforms by quantifying the benefits of tools such as collaboration, change-tracking capabilities, multiple signers, and customizable templates to send and sign 5,000+ documents on an annual basis in a cost-effective manner• Utilized Power BI to implement an Aged Receivables report aggregated by office location and salesperson through data import, export, and manipulation in order to systematically track and recover revenue owed to the company	Farmington Hills, MI
	2013-2018 STUDIO A CENTER FOR PERFORMING ARTS Administrator & Teaching Assistant <ul style="list-style-type: none">• Managed business operations, including answering phone calls and emails, registering for dance competitions, and measuring sizes of dancers and ordering costumes, to ensure the business was running smoothly• Formatted Microsoft Excel spreadsheets, created remixes of songs, and helped design the website, gaining a variety of skills in computer programming and website design• Aided the teachers during classes by ensuring the children were engaged and following instructions, resulting in more productive and meaningful dance lessons	Walled Lake, MI
	2016-2019 INFOCUS OPTICAL Administrative Assistant <ul style="list-style-type: none">• Managed the classification and organization of all patient records prior to setting up an automated system that directed recall letters to overdue patients• Researched consumer trends and evaluated the eyewear market to purchase frames that appeal to segmented demographics• Ensured customer and patient satisfaction by greeting them and answering all administrative questions	Brighton, MI
	2019-2020 AVENTURA Food Runner and Servers Assistant <ul style="list-style-type: none">• Engage in the service process by bringing Spanish tapas from the kitchen to guests, resetting tables, and assisting the host and servers to improve efficiency• Demonstrate the companies values of hospitality, mindful business, and hustle within every shift to improve the experience for all guests	Ann Arbor, MI
	ADDITIONAL <ul style="list-style-type: none">• Experience with the Python Programming Language• Volunteer Experience: Sunday School teacher for four years• Interests: competitive dancing, skiing, hiking, canoeing, and music	