




# Lauren Gonzalez

PROFESSIONAL ADMINISTRATOR



## CONTACT

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 (740) 249-8122

 lauren.vosler@gmail.com



## WORK EXPERIENCE

**Nov 2020 - Present** Nebraska Realty  
*Special Projects Director*  
Seek out new projects that help agents or staff succeed. Coordinate the daily life, tasks, and meetings of the CEO and executive team. Facilitate the day-to-day processes of the company.

**June 2019 - Oct 2020** Fidelity National Title  
*Legal Assistant*  
Researched, organized, and balanced five attorneys at a time to help them send coverage letters and settle claims. Handled over 400 claims at a time. Trained new assistants and conducted assistant interviews.









**2017-2019** Lee University Writing Center  
*Tutor and Editor*  
Edited and developed papers with the cooperation of over thirty students per semester in a one-on-one environment.



## EDUCATION

**2016-2019** Lee University, Cleveland, TN  
*B.A. in English Literature*  
GPA - 3.9  
Graduated summa cum laude  
Sabord Woods Award Winner  
Member of Sigma Tau Delta English Honors Society

## SKILLS

-  Research
-  Organization & Multitasking
-  Real Estate & Title Insurance
-  Technical Writing
-  Editing & Proofreading
-  Initiative
-  Digital Design
-  Technology & Coding



## ACTIVITIES & ACHIEVEMENTS

**2021-Present** Gonzalez Grumbles - French Bulldog Studs  
Founded a French Bulldog breeding business and wrote contracts, facilitated marketing & research, and gathered niche clientele to pair with my stud.

**2022** BBB Ethics Award of Distinction  
Applied and won the silver award of distinction for ethical businesses in greater Omaha.