

LAUREN HUNT

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Education

Miami University - Oxford, OH Expected 05/2023

Bachelor of Arts: Psychology, Minors: Political Science and Creative Writing

- Cumulative GPA: 3.5, Major GPA: 4.0
- Member of Psi Chi, the International Honor Society in Psychology
- President's List Fall Semester 2021-2022

Relevant Course Work

- **World Politics**
- **Constitutional Rights and Liberties**
- **Creative Writing**
- **Cognitive Psychology**
- **Developmental Psychology**

Leadership and Campus Involvement

- Membership Vice President of Alpha Xi Delta
- Member of The National Society of Leadership and Success
- Member of Women in Law
- Member of IGNITE
- Member of OIP-u Events Committee

Skills

- High level of reading analysis
- Composition writing
- Critical Thinking
- Verbal and written communication
- Attention to detail

Work History

Claims Internship, 05/2022 to 07/2022

Allsup Incorporated -Belleville, Illinois

- Retrieving imperative information from claimants to finalize their application
- Thoroughly documenting client's information into database
- Making calls in a timely manner to clients and third party copy services

Customer Service, 05/2021 to 08/2021

Women's Exchange – St. Louis, Missouri

- Executed daily sales goals of \$500 per day

- Ensured customer satisfaction through consistent communication with customers and management team
- Assessed and ensured inventory management of food items
- Collaborated with team in creation and delivery of promotions, marketing and, sales
- Communicated daily sales report and overall operations with Retail Manager and Executive Director

Hostess/ Waitress, 05/2019 to 01/2020

5 Star Burgers - St. Louis – St. Louis, Missouri

- Shared knowledge of menu items and flavors, enabling customers to make personal decisions based on taste and interest.
- Ensured cleanliness of server areas and stocked to increase efficiency while working tables
- Resolved guest and employee complaints to maintain complete customer satisfaction and workforce effectiveness.
- Bussed and reset tables to keep the dining room and work areas clean.
- Used cash registers and credit card machines to cash out customers.
- Monitored dining room and guest flow to maximize table usage and minimize wait times
- Planned and executed guest parties by organizing menus, spaces, and special requests
- Managed reservations and to-go orders by phone answered customer questions, and informed of accurate wait times