



PROFILE

My personal and professional goals are to find gainful employment that better supports my family, that I enjoy, and at which I can remain employed long-term, in order to create a better future for myself and my family. My ideal job would be a position in management, Human Resources, administration, or clerical work. I strive for excellence in everything that I do, and I enjoy helping others to achieve their goals and receive the recognition that they deserve as well. A major priority for me is obtaining a position that allows me to contribute to a fair, ethical, and successful workplace. I also enjoy providing help to clients in a meaningful, friendly, considerate, professional, and efficient manner that meets or exceeds their needs and expectations and leaves them with a lasting positive impression of the company.

CONTACT INFORMATION

- lmillerga731@outlook.com
- (229)454-6243 (Cell)
- (229)502-4290 (Home)

EDUCATION

Lauren Miller

RECENT SOUTHERN REGIONAL TECHNICAL COLLEGE GRADUATE

Recently, I graduated from Southern Regional Technical College in Moultrie, GA, with my Associate's Degree in Business Management, and my GPA is 3.8. I also made the President's List during the Fall semester of 2022, the Spring semester of 2023, and the Summer Semester of 2023

EXPERIENCE

I have formerly been a cashier at a few places of employment, however, my most notable experience has come from my time as a student at Southern Regional in their Business Management program. During my time at Southern Regional, I have learned many essential business skills, acquired knowledge about business ethics, professional behavior, up-to-date skills with programs such as Microsoft Word, Excel, and PowerPoint, team leadership and motivating others, critical thinking skills, creative writing skills, mathematical skills that are applicable to a business setting (such as Accounting 1 and Quantitative Skills and Reasoning), meeting deadlines under pressure, creating creative projects using Microsoft Office programs, teaching others new skills, and many other skills that are useful in the world of Business. I have also maintained excellent grades in every class that I have taken and displayed a good work ethic (and continue to do so) throughout my academic journey at Southern Regional.

SKILLS

- Using Microsoft Office products such as Word, Excel, and PowerPoint
- Typing
- Leading and motivating a team
- Creating professional and creative presentations, projects, and documents
- Collaborating with others
- Working in a team setting
- Learning new skills quickly
- Teaching others new skills
- Time management

Skills (continued)

American School of Correspondence,
Lansing, IL., High School Diploma;
2004-2007 (graduated a year early)

Southern Regional Technical
College, Moultrie, GA;
Graduated with an Associate's
Degree in Business
Management

REFERENCES

- Dr. Temple Ogundu, Southern Regional Technical College, Moultrie, GA, (229) 217-4199, togundu@southernregional.edu
- Denik Revels, Southern Regional Technical College, Moultrie, GA, (229) 225-5087, drevels@southernregional.edu
- Tara Rakestraw, Southern Regional Technical College, Moultrie, GA, (229) 217-4171, trakestraw@southernregional.edu
- John Horne, Hornestead Honeybees, Moultrie, GA, (229)891-6192

PERSONAL DETAILS

Gender: Female

DOB: 07/31/1989

Civil Status: Married

Nationality: American

Address: 126 Thompson Rd,
Moultrie GA, 31788

Languages spoken: English (fluent),
Spanish (beginner making rapid
progress)

- Advocating for others
- Working independently with minimal instruction, when necessary
- Learning independently, when necessary
- Communicating with others
- Conveying complex ideas and instructions
- Customer service
- Prioritizing tasks
- Meeting deadlines or finishing tasks ahead of deadlines
- Using digital meeting apps such as Zoom or Microsoft Teams
- Taking the initiative to help others as needed
- Adapting to changes in environment and procedure
- Adapting to the needs and goals of others
- Critical thinking and creative problem solving
- Organizing
- Writing well-written articles, essays, letters, emails, and presentations
- Listening well
- Adhering to ethical standards
- Dealing with customers and the general public in a patient and professional manner

PERSONAL & PROFESSIONAL

QUALITIES

- Honest, trustworthy, and ethical
- Adaptable
- Kind and compassionate
- Professional demeanor
- Enthusiastic about excellence
- Goal oriented
- Creative
- Enthusiastic about learning and quick to learn new things
- Hard working and determined
- Enthusiastic about helping others
- Punctual, efficient, and organized

Job History

- Aden's Minit Market, Doerun, GA, 2007, Cashier
- Dairy Queen, Moultrie, GA, 2007, Cashier
- Dollar General, Moultrie, GA, 2008, Cashier
- Dollar Tree, Moultrie, GA, 2017, Cashier

What I am Doing About it Now:

There are long gaps in employment due to two factors. The first reason is that during my first marriage, my husband would not allow me to work. The second reason is that during a large portion of my second (current) marriage, my husband was having surgeries multiple times per year, and it was not feasible for me to maintain gainful employment when I would have to take off so often to take care of him after his surgeries. He has had numerous hernia surgeries and is a double amputee below the knee. He has not had to have surgery in a long time now, but because of my employment gaps, lack of higher education, and history of minimum wage jobs, I could not find any form of employment other than more minimum wage jobs, which cannot support our family. So, my husband and I decided to live the best that we could with his disability income while I went to school to further my education, which I have recently completed. I went to school for Business Management at Southern Regional Technical College and graduated at the end of 2023. I applied myself to the best of my ability and ended with a 3.8 GPA. I took my academic endeavors at Southern Regional very seriously, pursued my goals with enthusiasm, worked very hard, and never lost sight of my goals, and I plan to take the same approach with my future place of employment. It is my personal goal to find, not just a job, but a means to support and benefit my family, now and in the future, and that I am well suited for and enjoy.

Achievements and Credentials

- I graduated from high school a year early with excellent grades.
- I recently graduated with my Associate's Degree in Business Management.
- I graduated with a 3.8 GPA.
- I made the President's List during the Fall semester of 2022, the Spring semester of 2023, and the Summer semester of 2023.
- I am currently making very good progress in learning Spanish as a second language.

Thank You!

Thank you for taking the time to review my resume and consider me for a position at your place of business.

Sincerely,
Lauren A. Miller

P.S.- Please note: A physical copy of my academic credentials, including my grades, GPA, and President's List awards, as well as letters of recommendation from Dr. Ogundu and Mrs. Denik Revels, are available upon request.