

Lauren Stoeger

920-450-4745

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PROFESSIONAL SKILLS

- Customer Service
- Written Communication
- Public Speaking
- Time Management
- Grammar and Construction
- MS Office
- Google Workspace
- Attention to Detail
- Organization
- Problem Solving
- Team Leadership
- Adaptability

EDUCATION

St. Norbert College, De Pere, WI

Anticipated Graduation May 2023

Bachelor of Arts | Major: Communication

GPA: 3.9

- Mock Trial (Witness and Attorney)

January 2022-December 2022

LEADERSHIP

- Board Game Club President and Vice President

September 2021-March 2023

WORK EXPERIENCE

Office Assistant

September 2022-Present

St. Norbert College Center for Global Engagement, De Pere, Wisconsin

- Develop eye-catching promotional materials for multiple Center-sponsored events using Canva to generate student, faculty, and community attendance and participation
- First point of contact for study abroad programming; utilize comprehensive knowledge of study abroad offerings, eligibility requirements, and application processes to help students identify and select programs
- Developed and updated study abroad budgeting spreadsheets using Google Sheets
- Edit and revise existing materials to fit the modern image and standards of the department

Crew Trainer

Culver's, Darboy, Wisconsin

May 2020-Present

- Promoted from Team Member to Crew Trainer based on demonstrated performance, team-work, and leadership
- Trained 40+ staff members, often new employees, most of whom have continued employment
- Perform a variety of roles, including preparing food, organizing orders, and interacting with guests, to create a positive work environment
- Collaborate with management and team members to improve experiences for trainees and guests

Team Member

July 2018-May 2020

- Assisted guests with orders and answering questions, on the phone and in store, to improve their experience
- Educated and demonstrated proper skills for different positions to fellow team members
- Collaborated with team members to expedite orders to reach restaurant goals and increase customer satisfaction

VOLUNTEER EXPERIENCE

Sacred Heart Parish, Appleton Wisconsin

October 2013-Present

- Lector
- Parish Council Representative