

Lauren Bruce

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EXPERIENCE

AU Bookstore, Office Assistant

August 2020 — present

organize paperwork; file invoices; send and receive emails; operate cash register; answer phone calls; facilitate cap and gown ordering system by placing, shipping, fulfilling, and refunding orders

Bruce's Foodland, Cashier

June 2020 — August 2020

operated cash register; balanced tills; checked expirations; ensured temperatures in refrigerated sections were standard; greeted and assisted customers; various cleaning duties

Childcare

- July 2019

cared for one 9-year-old during the day; fixed lunch and breakfast; supervised swimming in the pool

- May 2020 — July 2020

cared for two toddlers during the day; fixed lunch and breakfast; changed diapers and assisted in potty-training

SKILLS

copy editing in AP style, tutoring, organization, childcare, trained in CPR, leadership

SOFTWARE

- expert in Microsoft Word and Excel; Google Docs
- proficient in Microsoft PowerPoint; Google Sheets, Slides; RATEX and LOC SMS

ACTIVITIES

- Operation Christmas Child shoebox packer and processing center volunteer
- 80+ hours in other volunteer work

EDUCATION

Auburn University

Aug. 2019 — expected graduation: May 2022
3.6 GPA; majoring in Elementary Education

Gadsden State Community College

Sept. 2017 — May 2019

4.0 GPA; completed History 202, Math 112, and Math 113 as dual enrollment courses while in high school

Sardis High School

May 2016 — May 2019

4.59 GPA; Top 10%; completed multiple preAP/AP/Honors courses in English, math, history, science, and psychology; received high school diploma

AWARDS/ACHIEVEMENTS

2016 — 2017

Highest Average PreAP Language 10; Highest Average U.S. History 10; Etowah All-County Volleyball team; selected as a representative of Sardis High School to participate in the annual Writer's Bowl at Jacksonville State University; FCCLA Award

2017 — 2018

Highest Average AP Language 11; ACT composite score 30; AP English Language Exam score 4; received college credit for English 101 and 102; JSU Storm Relief Award; FCCLA Award

2018 — 2019

participant in Writer's Bowl; selected as Sardis High School's DAR Good Citizen; National Career Readiness Exam score: Platinum; certified Program Concentrator in Family and Consumer Sciences Department

2019 — 2020

awarded the following scholarships: Delta Kappa Gamma Alpha Iota Chapter Grant-in-Aid, Spirit of Auburn Founders, Dr. Imogene Mathison Mixson Fund for Excellence, Auburn Football Lettermen Club Endowed, Mensa Education and Research Foundation "In Honor of Our Parents (Freucht-McGrew)", and the Provost Leadership Undergraduate (PLUS) Scholarship

2020 — 2021

awarded the Carol E. Hutcheson and James W. Hutcheson Scholarship