

Lauren Elise Hunter

Current Address:
105 NW 7th Terrace
Gainesville, FL 32601
(407)739-3089
crayon@ufl.edu

Permanent Address:
2203 Catbriar Way
Oviedo, FL 32765
(407) 739-3089
crayon@ufl.edu

Objective

To obtain a summer internship where I may continue to develop my communication and selling skills.

Education

Bachelor of Science in Business Administration May 2008
University of Florida, Gainesville, FL
GPA: 3.16/4.0 (100 credit hours earned)
Major: Business Administration
Minors: Mass Communication Studies
Computer Skills: Microsoft Word, Excel, PowerPoint

Florida High School Diploma, May 2004

Winter Springs High School, FL
Weighted GPA: 4.2
Un-weighted GPA: 3.9

Experience

- **Restaurant 706**, Cashier/Server, Gainesville, FL
August 2006- Present
 - Handle all credit/cash transactions for customers and servers
 - Receive as well as prepare to go orders for customers
 - Prepare desserts for walk in customers
- **RJ Gators Restaurant**, Server, Oviedo, FL
May 2005- August 2006
 - Managed the floor and assisted customer needs
 - Stocked and cleaned restaurant as required
 - Successfully marketed the RJ Gators reward card service
 - Worked under pressure as well as served and greeted guests
- **Classic Fare Catering**, Server, Gainesville, FL
November 2004- May 2005
 - Booked and helped plan catering events
 - Planned and organized University dinner events
 - Served and greeted guests
- **TCBY Treats**, Customer Service, Oviedo, FL
June 2003- July 2004
 - Prepared desserts for walk in customers
 - Opened and closed the store as well as accounting and marketing work
 - Took cake orders and decorated cakes for special events and customer orders
- **Kash-N-Karry**, Sales Associate/ Cashier, Winter Springs, FL
August 2002- May 2003
 - Started and planned weekly children's reading program for Saturday shoppers
 - Cashier duties including handling and distributing money
- **Merrill Lynch**, Internship, Winter Park, FL
June 2002- July 2002
 - Filed papers and data entry
 - Answered phones and scheduled appointments
- **Land Rover Orlando**, Receptionist, Longwood, FL
January 2002- May 2002

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- Scheduled sales appointments and confirmed all meetings
- Data entry and filed papers

Activities/Awards

- **Recipient**, Florida Bright Futures Scholarship
- **Recipient**, Florida Educational Foundation Scholarship
- **University of Florida President's List**, Spring 2005
- **UF School of Business Administration Deans List**, Spring / Fall 2005 and Fall 2006
- **Member**, Pi Beta Phi, Fall 2004-present
 - **Assistant Recruitment Chair**, Fall 2006
 - Help arrange and plan Chapter's Recruitment and Spirit week
 - Teach newer Chapter members the formalities of recruitment
 - Take attendance and collect fines for tardiness and nonparticipation
 - **Minor Exec Member**, Pride Leader, Spring 2006-present
 - Help arrange and plan the chapter's activities including Sisterhood and member social events for 160 women
 - Encourage Chapter Sisters' appreciation and understanding of civility, etiquette and risk management during all activities and events
- **Participant**, Dance Marathon Fundraising Event, February 2005
 - Helped raise over \$40,000 for Children's Miracle Network
- **National Society of Collegiate Scholars**, 2003- 2004
 - National college honor society member
- **Captains Award**, Captain of Winter Springs high school varsity tennis team, 2003
- **Scholars Award**, Earned a 4.0 for three years while on the varsity tennis team, 2000-2003
- **Coaches Award**, Recipient, 2001-2002
- **MVP Award**, Most valuable player on the high school varsity tennis team, 2001

Volunteer Work

- **Volunteer**, Rawlins Elementary School, Spring 2006
 - Read to students and promoted creative writing skills
- **Girls Club**, Fall 2005
 - Provided young women with a role model and gave support to girls that might not have access to female role models on a daily basis
- **Rotary Youth Leadership Awards (RYLA)**
 - Captain, 2003
 - Met monthly for one year to plan and organize weekend leadership event
 - Oversaw all activities
 - One of six returning Captains selected from over 100 applicants from the 2002 RYLA Delegation
 - Delegate, 2002
 - Participated in leadership activities, skit presentations, and speech contests.
 - Selected as one of four Delegates representing Orange County East Rotary Club, Orange County, FL
- **Volunteer**, YMCA, Fall 2003
 - Filed papers and data entry

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References

Michael Fleming
Managing Director North Florida
300 S. Orange Ave Suit 800
Orlando, FL 32801
407-839-2612

Paula O'Shea
Program Manager, Lockheed Martin
407-306-5203

Melinda Stewart
Wealth Management Advisor, Merrill Lynch
400 Park Ave South Suit 300
Winter Park, Fl 32789
407-646- 6778