

# Lauren A. Oeste

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484-467-4387

## EDUCATION

Downingtown West High School  
Pennsylvania State University  
Chemical Engineering  
Expected Graduation: May 2017

## WORK EXPERIENCE

*Assistant/Secretary: The Dance Center (August 2012-June 2013)*

- Did all secretarial duties including filing, organizing, computer work, copying, etc.
- Cleaned studio
- Assisted customers with any questions/concerns of any type
- Assisted boss with any other needs
- In charge of updating twitter, facebook, four square, pinterest of the company

*Babysitter*

- Watched small children from the age of 3 months to 3 years

## COMPUTER SKILLS

Basic computer skills: Microsoft Word, Excel, Powerpoint, Internet, etc.

## ACTIVITIES & AWARDS

Member, National Honors Society (2010)  
Member, Girl Scouts of America , Bronze and Silver Award  
Member, Brandywine Ballet Theater, Pre professional Ballet Company  
Member, Symphonic Orchestra