

# Lauren Stepek

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25605 Byron Drive North Olmsted, Ohio 44070

## Qualifications

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- All Versions of Access; Excel; Outlook; PowerPoint; Publisher; Word
- Puritas Springs: Probate Forms; Deed & Document; Guar
- Trusts; Cuyahoga County Forms; Estate Tax
- WinXP, Vista, Win7
- LexisNexis
- Westlaw

**Key Words**  
[sales](#) [prepare](#) [file](#) [data](#) [reports](#) [tax](#)  
[estate](#) [implemented](#) [court](#) [maintain](#)  
**Similar Resumes**

## Education

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- Associate Degree, Paralegal Studies Program, December 2012
- Approved by the American Bar Association
- CUYAHOGA COMMUNITY COLLEGE, Parma, Ohio

## Experience

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Present	<b>Koscianski &amp; Koscianski</b> Intern	Parma, Ohio
	<ul style="list-style-type: none"><li>• ESTATE ADMINISTRATION<ul style="list-style-type: none"><li>• Prepare and file death certificates, notice to creditors and security of a decedent's homestead; determine assets requiring protection; prepare documentation to effect sale or transfer of assets, testate and intestate.</li><li>• Draft affidavits, statements, schedules, settlements, orders, tax returns and petitions.</li><li>• Maintain estate records, bank accounts and investments.</li><li>• Maintain calendar and case management by prioritizing work to meet calendar deadlines.</li><li>• Communication with clients, court staff, attorneys, accountants, banks, doctors, government agencies.</li></ul></li><li>• GUARDIANSHIP and CONSERVATORSHIP ADMINISTRATION<ul style="list-style-type: none"><li>• Asset management; prepare and file estate-planning documents.</li><li>• Organized bills, financial responsibilities; disbursing accordingly.</li><li>• Prepare and file forms to petition court for a change in placement and disbursements.</li><li>• Draft and file annual account.</li></ul></li><li>• Domestic Relations<ul style="list-style-type: none"><li>• Prepare initial pleadings; Petition, Summons, Waiver of Service, Informational Data and Response.</li></ul></li><li>• Provide confidentiality; complying with the ethical standards of the legal profession.</li></ul>	
2010 - 2012	<b>Hooligans Irish Pub</b> Server	Put-In-Bay, Ohio
	<ul style="list-style-type: none"><li>• Managed, opened, and closed high-volume restaurant.</li><li>• Provided efficient service to full bar, serving area, and cater affairs.</li><li>• Addressed concerns and special requests.</li><li>• Reconciled gratuity in take in accordance with tax regulations.</li></ul>	
2005 - 2007	<b>Massage Envy</b> Clinic Administrator	Indianapolis, Indiana
	<ul style="list-style-type: none"><li>• Provided administrative support for new business development; assisted CFO with special projects.</li><li>• Ensured smooth workflow; interviewed, hired, trained, and facilitated effectiveness of 22 Massage Therapists and 4 Receptionists.</li><li>• Planned and directed sales promotion activities; coordinating with departments as required.</li><li>• Reviewed financial statements, sales, activity, and data performance reports; measured productivity and goal achievement; determined areas needing cost reduction and program improvement.</li><li>• Prepared and submitted weekly, monthly, and quarterly reports to owners.</li><li>• Established and implemented departmental policies, goals, objectives, and procedures, conferred with owner, organization officials, and staff members accordingly.</li></ul>	
2003 - 2005	<b>Oakstreet Mortgage</b>	Carmel, Indiana

Mortgage Broker

- Originated real estate loans; averaging 1.5 million conditionally approved each month.
- Conducted cold calls, created individualized mortgage broker packets.
- Discussed and handled client concerns; providing direct and timely customer service.
- Achieved top sales and significant overall growth in quarterly sales
- Developed and implemented team-based selling strategy for successful cultivating sales prospects.

1999 - 2002

**Pacific Sunwear**

Greenwood, Indiana

Store Manager

- Promoted from Assistant Manager within twelve months.
- Conceptualized and implemented employee training.
- Handled all merchandising, inventory control, ordering, cash control, and maintenance.
- Oversaw store opening and closing procedures.
- Directed sales floor activities, assisted, and addressed customer concerns.
- Inputted data to prepare daily sales reports; regularly used weekly and monthly data to develop sales and promotional strategies.
- Hired, trained, and coordinated a staff of fifteen.
- Met and exceeded visual merchandising goals.