

Lauren Stepek

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Qualifications

- 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

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

Experience

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