

# Lauren Stepek

[laurenstepek@gmail.com](mailto:laurenstepek@gmail.com)

216.280.0059

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

### **Koscianski & Koscianski**

Parma, Ohio

Intern

- ESTATE ADMINISTRATION
  - 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
  - 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
  - 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**

Put-In-Bay, Ohio

Server

- 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**

Indianapolis, Indiana

Clinic Administrator

- 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.