

LAUREN THOMAS

EXPERIENCE

FINANCE FELLOW, BREDESEN FOR US SENATE,
NASHVILLE, TN – AUGUST -DECEMBER 2018

Drafting and distributing of fundraising correspondences to national and local contributors. Assisting in the allocation of donations during various fundraising events. Accounting for fundraising funds using the Generally Accepted Accounting Principles.

15- 20 hour work week

ACCOUNTING INTERN, BLAKLEY CONSTRUCTION SERVICES LLC,
NASHVILLE, TN, –MAY- AUGUST 2018

Job duties included, but not limited to, processing daily equipment inventory. Bookkeeping; weekly payroll, drafting expense reports, reviewing and revising of accounts payable, and accounts receivable.

15- 20 hour work week

PATIENT ACCESS SPECIALIST, VANDERBILT MEDICAL CENTER- ESKIND,
NASHVILLE, TN - FEBRUARY 2015-AUGUST 2016

First point of contact for patients and family seeking medical care at Eskind clinic. In compliance with the HIPAA laws patient files and correspondents were maintained and handled with care. Patients were scheduled with providers as needed and based on urgency per provider instructions. All correspondents were drafted and distributed within a timely manner.

40 hour work week

1N0X1, OPERATIONS INTELLIGENCE, CYBER SECURITY
UNITED STATES TENNESSEE AIR NATIONAL GUARD 118TH WING,
NASHVILLE, TN – APRIL 2015- APRIL 2016

Duties included complying briefs and attending briefings, skill building with the cyber unit, and attending once monthly drills and a two-week annual drill.

E-3 Airman 1st Class, Security level TS/SCI, Honorable Discharge

VOLUNTEER

INTERNATIONAL PARTNER, JEWISH VOICE MINISTRIES INTERNATIONAL
ETHIOPIA AND ZIMBABWE, 2017- CURRENT

Community outreach and medical relief aid worker, Program assistant and teacher for children teaching them both English and Hebrew literature and songs, assisted in the implementation of the clean water initiative by introducing the locals to Life Straws, team lead for community relations and cultural sensitivity guidance.

EDUCATION

BELMONT UNIVERSITY, NASHVILLE, TN
B.B.A. ACCOUNTING, B.A. POLITICAL SCIENCE
ANTICIPATED GRADUATION DECEMBER 2019

SKILLS

Analyzing information and drafting briefs, community relations organizer, proficient understanding of accounting and financial accepted principles, and well-versed in the Mac and Microsoft system programs