



LAUREN STEAD

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www.laurenstead.com

Education/Certificates

B.S. Finance

Point Loma Nazarene University
San Diego, CA

Graduate: May 2018

Certificate in Iraqi Arabic

Defense Language Institute
Monterey, CA

April 2012

Enlisted Information Dominance Warfare Specialist

Augusta, GA

June 2013

Top Secret Clearance

Last updated April 2016

Activities

- Member, Veteran's Club, Point Loma Nazarene University, 2016-Present
- Treasurer, Brookfield Homeowner's Association, 2013-2015

Skills

- Data Analysis
- Project Management
- Efficiency
- Leadership
- Diplomatic coordination
- Teamwork
- Effective communication
- Customer service
- Organization
- Planning
- Quantitative reports
- Microsoft Office

Experience

Research Intern

January 2017-Present

Seltzer Caplan McMahon Vitek

San Diego, CA

- Collect and analyze commercial real estate data
- Collaborate with real estate investment professionals
- Prepare marketing presentations for investors

Mission Manager/Language Analyst

April 2012-August 2016

National Security Agency

Augusta, GA

- Prepared and conducted over 400 operational briefs for high-level executives regarding national security issues
- Coordinated communications across several government agencies, in support of global scale operations
- Modernized and streamlined training processes resulting in a 20% increase in efficiency of operations and a 30% quicker training completion rate.
- Analyzed revolutionary opposition mission sets, to include awareness of organizational hierarchy, routines, methods of concealment, funding, and security concerns.

Petty Officer Second Class

August 2010-August 2016

U.S. Navy

Augusta, GA

- Directed sponsor coordination, overseeing and mentoring the arrival of more than 400 sailors new to Fort Gordon
- Drafted military and government correspondence
- Attended 3 leadership courses

Legal Intern

January 2010-July 2010

McDonald Kuhn PLLC

Memphis, TN

- Filed exhibits, briefs, and appeals with the court
- Organized legal documents in filing systems and online systems

Executive Assistant

September 2008-July 2009

First Business Bank

San Diego, CA

- Created Financial data sheets and expense reports
- Centralized office management duties, including filing, mailing, and supply
- Qualified and assisted as bank teller