**LAUREN** **CRANE**

2405 NORTHTOWN CT. MIDLAND TX 79705

(231) 357-0547

LAURENMCRANE11@GMAIL.COM

**Profile and Skills**

* Results-driven problem solver with high performance standards
* Excellent planning and organizational skills, scheduling, business correspondence, and database administration
* Active, punctual, motivated, and goal-oriented individual
* Critical thinker, adaptable, works well under pressure
* Quickbooks certified
* Experience with financial reporting, payment processing, account reconciliation, complex problem solving

**Education**

* Associate Degree in General Studies from Northwestern Michigan College
* Graduated in December 2014
* Attending Midland College to pursue a degree in Accounting

**Work Experience**

* Full charge bookkeeper at Zahir Noormohamed, P.C. from December 17, 2018-Present
* Remote Bookkeeper at Financially Sane Services from November 2019-Present
* Manager at Grub Burger Bar in Midland, TX from May 28, 2018-November 25, 2018

**References:**

* David Baker, P.C., certified public accountant at David Baker, P.C. (432) 682-1597
* Carrie Kalt, freelance bookkeeper (432) 638-4670
* Elizabeth O’Toole, Director of Operations at Mother Goose Time (800) 523-6933