

## LAUREN LUO

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### PROFILE

Accomplished and multi-faceted professional with successful track record in sales, administrative management, legal support to high level management and multi-level teams. Areas of skills include:

Multimedia Presentations . Executive Office Support . Time Management . Office Operations . Meeting Planning . Problem Solving . Records Management . Customer Support . Microsoft Word . Excel . PowerPoint Presentations.

### PROFESSIONAL HISTORY

#### Paralegal/Office Manager, TwinFlame Consulting LLC, Sacramento, CA 2014 to Present

- Provide consulting and legal resources to international financial investors
- Review legal documents and contracts to ensure compliance with governmental regulations and policies.
- Draft business plans and contracts for business transactions culminating in high dollar value partnerships, mergers and acquisitions.
- Increase company exposure both online and in person leading to local and international financial institutions' recognition.
- Brought positive solutions to property tax liens and collections for business partners.
- Conducted research on international laws and foreign court systems to seek resolutions.

#### Education and Training Technician, 224 Sustainment Brigade, Long Beach, CA 2012 to 2013

- Prepared a wide variety of operational meeting agendas and reports by gathering facts and supporting documents from 5 battalion command teams.
- Hosted weekly staff meetings and roundtable events at Brigade level.
- Consolidated Combat Operational Reports by tracking personnel, weapons density and equipment from subordinate battalions.
- Assisted and managed Physical & Safety Inspection binders.
- Synthesized and edited all documents in compliance with current regulations and policies which resulted in 86% approval rate.
- Tracked Synch Matrix for training events, Managed Brigade portal sites and calendar.
- Designed safety program board, created and updated Key Leadership Rosters and event programs for the Headquarters.

#### English and Math tutor, 1 on 1 Academic, Los Angeles, CA 2011 to 2012

- Tutored and mentored over 30 students from 1st to 12 grades in Math and English writing.
- Conducted bi-weekly quality management meetings with administrators and parents.
- Provided analytical reports and recommendations on how to cope with student's learning curves and further improve their grades which led to 100% success rate in passing their exams.

## **KEY ACCOMPLISHMENTS**

- Volunteer research participant for blueberry nutrition project and Farmers' Veterans Coalitions at UC Davis, July 2015 to present.
- Coordinated and assisted an International Public Speaker for the Teen CEO Show, Irvine, CA. May to October 2014.
- Completed approximately 500-hour internship as a family law paralegal to produce high quality court documents at local Neighborhood Legal Service Center in Pasadena from 2009 to 2010.
- Finished over 15 Tough Mudder competitions and marathons for Non-Profit Organizations including Wounded Warriors Project, Sunshine Kids and the American Heart Association.

## **PROFESSIONAL TRAINING**

- QuickBooks-Accounting in a Computerized World, August to October, 2014
- Fiscal Law-40 Hours Online Training, August to September, 2014
- 2013 Advance Microsoft Excel Training, 2012–2013

## **CERTIFICATION**

- Paralegal Specialist – United States Army Quartermaster School, December 2016
- Structured Self-Development (Level 1-3) – United States Army Leadership Course, 2013 to 2014
- General Fund Enterprise Business System (GFEBS) – The Army web-enabled financial, asset and accounting system, 2013 to 2014

## **AWARDS AND RECOGNITION**

- Certification of Appreciation for providing paralegal support at Judge Advocate General's office with US Army Reserve Command, March 2017
- Promoted to Non-Commissioned Officer, California Army National Guard, May 2015
- National Defense Services Medal, California Army National Guard, 2014
- Certificate of Appreciation for outstanding services to company full-time team, September, 2013

## **EDUCATION**

- MBA in Technology Management, University of Phoenix, March 2006
- B.S. in Natural Resources/Agri-Business, Arizona State University, August 1995