

# Lauren Wendt

[instagram.com/laurens\\_food\\_adventures](https://www.instagram.com/laurens_food_adventures)

725 Ellsworth Ave  
Yukon, OK 73099

(405) 808-7559

[l.wendt6625@gmail.com](mailto:l.wendt6625@gmail.com)



**SUMMARY:** After college, I worked for 3 years at a payroll company; being promoted after just 9 months, and then again just 5 months after that. From there I worked almost 4 years at a Credit Union as a compliance officer. Then, I chose to stay at home to take care of my small children. I have been busy as a stay at home mom for 9 years, doing various volunteer work listed below. Along with managing the household and keeping a tight budget running smoothly, I have made a hobby out of incorporating fun and tasty meals and snacks for my children. I seized the opportunity to take a Food Styling class for TV and Film Production as this is something that highly interests me. I would love to talk to you about it more.

**VOLUNTEER EXPERIENCE:** Yukon, OK Mar 14, 2014 – Current June 2023

- **Volunteer Banquet Event Coordinator at First Baptist Church for 6 years**
  - Selected the theme for the banquet each year and procured decorations
  - Organized catering for 90-100 people each year
  - Decorated the venue with a photo station and provided portrait photography
- **Helping Hands Volunteer with Yukon Public Schools for 6 years**
  - Assist teachers by making copies for their students each week
  - Assist with various school activities such as the book fair and field trips
  - Helping Hands Volunteer Coordinator for 2022-2023 school year and 2023-2024 school year as well as active PTO President for both years
- **Vacation Bible School Volunteer Director at First Baptist Church for 4 years**
  - Recruit and train approximately 40 teachers and helpers
  - Plan for a week long camp for 75-100 children
  - Order curriculum, decorations, crafts, plan snacks, buy needed food, delegate advertising, coordinate daily activities, keep each day running smooth, coordinate parents night and cleanup at the end of the week

## **CAREER EXPERIENCE:**

**Compliance Officer** Oklahoma City, OK July 1, 2010 - Mar 14, 2014

**USE Federal Credit Union**

- Oversaw, created, revised and implemented policies and procedures continually.
- Developed and implemented compliance training and education.
- Conducted regulatory, policy compliance audits to assess the effectiveness of procedures.

**Corporate Trainer** Oklahoma City, OK Jan 22, 2007 - June 25, 2010

**Paycom Payroll, LLC**

- Assumed the responsibility of ensuring Payroll Specialists understand how to perform their job to the best of their ability.
- Engaged in the responsibility of creating and maintaining necessary client and personnel training material.
- Performed over 100 webinars reaching a client base of over 2,000. Created and maintained over 20 online training videos and user manuals for client and employee use.

## **EDUCATION:**

**Oklahoma State University** Stillwater, Oklahoma July 2006

- Bachelors of Science in Business Administration-Marketing