

# Laura E. Strombeck

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**Present Address :**

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## OBJECTIVE

Seeking a position, which would utilize my skills and experiences in the real estate, title, or lending field.

## EDUCATION

### INDIANA UNIVERSITY School of Public and Environmental Affairs

Bloomington, IN; B.S. in Public Affairs; Graduation Date: May 2003

Major: Management GPA: 3.0/ Major: 3.2

Extensive course work includes:

- Managing Behavior in Public Organizations
- Alternative Dispute Resolution/Public Speaking
- Finance (Corporate and Government)
- Human Resource Management
- The Computer in Business (i.e. Word, Excel, PowerPoint)

## WORK EXPERIENCE

### METROPOLITAN TITLE COMPANY

**CLOSER** (09/04-Present) New Buffalo, MI

- Conducted residential and commercial closings for the leading title company in the area
- Prepared documents, worked up numbers and fronted closings
- Worked closely with realtors, lenders, attorneys, and customers to resolve title issues
- Reviewed deeds and other legal documents

### STERLING JEWELERS, INC. Bloomington, MN

**OFFICE MANAGER/SALES** (07/03-7/04)

- Responsible for managing the office, checking inventory, and tracking orders for a high revenue store.
- Assisted customers on sales floor, and helped resolve customer complaints.
- Attained excellent multi-tasking skills.
- Increased organizational, time management, and customer relation skills.

### MCGUFF SUPPLY, INC. Muncie, IN

**INTERNSHIP** (5/00-8/00 & 5/02-8/02)

- Prepared important documents such as proposals and contracts.
- Calculated and recorded employees' payroll.
- Participated in high priority meetings with banks and insurance companies
- Completed vital research projects resulting in an increase of earnings for the company.
- Demonstrated dependability, flexibility, and organizational skills. Acquired excellent time management and conflict resolution skills.