

LAUREN E. MCKEE

Nashville, TN | (720) 979-1073 | laurenelmckee@gmail.com

EDUCATION VANDERBILT UNIVERSITY

Nashville, TN

Bachelor of Arts, May 2023

Majors: Economics, French

- GPA: 3.85/4.0
- Honors: *cum laude*

EXPERIENCE VANDERBILT UNIVERSITY BUSINESS OPERATIONS CENTER

Nashville, TN

August -
October 2023

Finance & Data Analytics Intern

- Coordinated with finance team within the Business Operations Center on projects to accelerate progress on long-term goals and increase efficiency using Excel
- Conducted quarterly variance reporting on the past several years to assess accuracy
- Designed phasing plan for annual service agreement renewal process consisting of over 100 agreements

Summer 2022

BRIGHTON JONES

San Francisco, CA

Private Wealth Management Intern

- Interviewed lead advisors to compile data on over 100 clients to personalize and improve the experience of High-net-worth clientele
- Delivered presentation on women's financial wellbeing and identified actionable steps to ensure involvement of female clientele; coordinated with group members located in different time zones
- Gained comprehensive insight into wealth management services including portfolio review, estate planning, and tax planning
- Consulted with lead advisor regarding client meetings to produce new insights, possible improvements, and reassess clients' financial needs

Summer 2021

MAIA CONSULTING

Denver, CO

Equipment Planning Intern

- Facilitated timely equipment procurement by contacting vendors for quotes, creating purchase requisitions and orders using Lawson ERP software, and tracking shipment and delivery
- Revised equipment lists in Excel and updated the corresponding projects using medical equipment planning software Attainia
- Verified delivery and installation of equipment during walk-throughs in medical facilities undergoing installation
- Assisted team lead by recording essential information during meetings with end users about budget, equipment, and timeline updates

LEADERSHIP *AmeriQuests Journal*

Hybrid Remote

May 2023 -
Present

Managing Editor

- Manages artistic submissions to journal and collaborates with journal founder to finalize publications
- Corresponds with over 20 artists to provide statements discussing work in relation to theme of upcoming journal issue

SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Salesforce
- Proficient in French

ADDITIONAL

- Interests: Painting, Skiing, Running, and Photography
- Volunteer Work: Volunteers for Health at Vanderbilt (2020-2021), Volunteer at Children's Hospital Colorado (2017-2019)