



## LARA S. ANGULO

Marketing Assistant

### CAREER SUMMARY

Ms. Angulo comes to ASU & Associates with over 9 years of customer service and clerical experience. She is currently responsible for overseeing the reception area including extensive client contact, coordinating phone calls and mass mailings. Additionally Ms. Angulo assists in the preparation of correspondence, leases and other legal documents and is the office notary. Her professional, friendly demeanor as well as her cooperative, proactive attitude has proved to be an asset.

### EXPERIENCE

- **2001 – Present**                      **Grubb & Ellis | ASU & Associates**  
*Marketing Assistant*
- **2001**                                      **Bakersfield Association of Realtors**  
*Member Services Rep*
- **1998 – 2001**                          **American National Bank**  
*Bookkeeper*
- **1996 – 1997**                          **Outlaw Inn**  
*Front Desk Clerk*
- **1995 – 1997**                          **Commercial Communications, Inc.**  
*Telephone Dispatch Operator*

### EDUCATION

- 1993 – 1995                              Western Wyoming Community College  
Rock Springs, Wyoming
- 2002 – 2006                              Bakersfield Community College – Associate of Arts degree
- 2006 – Present                              .... College - working towards Bachelor of Arts degree