



John J. & Thomas R. Schiff & Co., Inc.  
www.schiffinsurance.com

## Lauren McElroy

### File Clerk

#### Contact

6200 S. Gilmore Rd. / Fairfield, OH / 45014

#### Mailing Address

P.O. Box 145496 / Cincinnati, OH / 45250-5496

#### Email

Amy\_Peace@SchiffInsurance.com

#### Telephone

(513) 870-2580

#### Direct Line

(513) 870-2502

#### Fax

(513) 870-2063

Lauren was welcomed to Schiff Insurance in 2017. She serves as the agency's File Clerk as well as a Customer Service Representative.

Lauren manages all of the agency's files and documents. She works with both paper documents and electronic files. Her routine tasks include answering the switchboard, data entry, organization, cross referencing, scanning, copying and retrieval. She maintains the document database and makes sure that the agency's documents are labeled and stored correctly. Lauren is also a team player, helping fellow Customer Service Representatives anywhere she's needed in the agency.

Lauren is a music lover at heart including artists such as Elton John and Rod Stewart. She has played the Violin for fifteen years and enjoys playing for her family and friends. Lauren loves spending time with her boyfriend, Bryan, and his two beautiful kids, baking cookies or having an all-out Nerf war. She supports her home teams—the Bengals and the Reds—no matter what the outcome. She is active in her local community coaching U14 softball and soccer.



#### Practice

File Clerk

#### Agency Since

2017

#### Insurance Career

2017

#### Education

Butler Tech: Accounting, Business Finance,  
BPA

John J. & Thomas R. Schiff & Co., Inc.  
P.O.Box 145496  
Cincinnati, OH 45250-5496  
513-870-2580 office