

LAURENCE DAVID CHURSED

1234 Nebraska Avenue, NW, Washington, DC 20016
202-555-1234, LDC@american.edu

EDUCATION

American University, Kogod School of Business, Washington, DC
Bachelor of Science in Business Administration (marketing and finance), May 2007

Universite Catholique de Louvain, Brussels, Belgium

International Marketing Semester, Jan–April 2006

- Completed four courses and an internship in international marketing
- Attended seminars presented by top European business leaders
- Traveled extensively throughout Europe, including Austria, Denmark, Latvia, and Russia

SKILLS

Computer Savvy: Proficient in Microsoft Word, Access, Excel, FrontPage, PowerPoint, Adobe Photoshop, Adobe PageMill, Netscape Composer, Macromedia Fireworks, LexisNexis

Multilingual: Basic knowledge of Hebrew and Spanish (reading, speaking and writing)

RELEVANT EXPERIENCE

Kadlecek, Nedwick, Shroeder and Associates, Washington, DC

Consultant Intern, May 2006–present

- Created 40-page marketing plan for strategic communications and event consulting firm

MAB Parcel Service Europe, Brussels, Belgium

Marketing Analyst Intern, Jan–April 2006

- Updated and improved MAB.com European Web sites
- Analyzed data on usage of MAB.com web site
- Prepared MS PowerPoint presentations on usage data, which were then presented to 50 high-level executives

Agnello and Goldenberg Investments, Inc., Wellesley, MA

Financial Advisor Intern, May–Aug 2005

- Utilized mutual fund software developed by Morningstar and conducted searches to select mutual funds
- Assessed retirement funds to determine future benefits and shortfalls based on amount and diversification of investments using financial planning software

Judy Kurden Gourmet, Boston, MA

Special Events Assistant, May–Aug 2004

- Coordinated and set up 15 business breakfasts, luncheons, and dinners at Rogers Consulting
- Audited daily cash flows ranging from \$500–\$2,000, managed weekly inventory, and distributed products

PROFESSIONAL SOCIETIES

American Advertising Federation, Vice President, May 2006–May 2007

- Managed accounts and media planning projects

American Marketing Association, Chapter Secretary, Jan–May 2006

- Planned six speaker panels attended by 50–100 and kept minutes and chapter history

Alpha Kappa Psi Business Fraternity, Member, Membership, Professional, Social Committees, Sept 2005–Jan 2006

- Created first Annual Leadership Clinic, to mentor high school students on careers in business, attended by 75
- Served as co-chairman of winter gala with 300 participants, celebrating year's accomplishments