

Laura Knudson, M.A.

Lknudson.com

SUMMARY

Professor, administrator, writer, editor, public servant, empathetic multi-tasker with management skills looking for an environment where my skills and abilities can flourish and improve the situations of others.

EMPLOYMENT

Sephora USA, Inc. | Product Beauty Advisor Nov. 2022 to Current

As a beauty advisor, I give beauty advice, suggest and sell products, explain how the products work, demonstrate how to use the products, and operate the cash register. A successful beauty advisor has a strong working knowledge of the latest cosmetics and skincare products, but most importantly, is capable of making successful connections with the general public.

Queens University of Charlotte | Adjunct Professor Aug. 2015 to Current

As an adjunct professor teaching multiple classes at Queens (Rhetoric & Composition as well as Roadmap, which is a "Welcome to Queens" class), my responsibilities include reviewing and improving syllabi, understanding students' needs, developing engaging lesson plans, and ensuring the relevant learning resources are available. Additionally, I evaluate student performance and address any issues promptly.

Gaston College | Adjunct Professor Aug. 2021 to Current

Many of my job duties at Gaston are similar to Queens; however, I additionally do unpaid committee work. I teach a research class, an introduction to college writing class, and a developmental writing class at Gaston College.

Central Piedmont Community College | Adjunct Professor Aug. 2014 to Dec. 2021

Many of my job duties at CPCC are similar to my other schools; however, I additionally did unpaid committee work. I taught a research class, an introduction to college writing class, and a developmental writing class at CPCC. I also taught a few literature classes.

University of North Carolina at Charlotte | Adjunct Professor Aug. 2014 to May 2019

My job duties at UNCC were similar to those at Queens University: reviewing and improving syllabi, understanding students' needs, developing engaging lesson plans, and ensuring the relevant learning resources are available. Additionally, I evaluate student performance and address any issues promptly.

Texas Christian University | Adjunct Professor Aug. 2009 to May 2013

My job duties at TCU were similar to those at Queens University: reviewing and improving syllabi, understanding students' needs, developing engaging lesson plans, and ensuring the relevant learning resources are available. Additionally, I evaluate student performance and address any issues promptly.

Waldron & Fann | Legal Secretary July 1999 to Nov. 2000

Job duties included providing administrative support to one or more lawyers. I also effectively communicated with witnesses, clients, colleagues and partners. I greeted visitors and performed initial screening of clients. I also attended trials and typed minutes. I also wrote case briefs and synopses of depositions, contracts and testimony.

Miller & Martin | Legal Secretary Oct. 1993 to June 1999
Job duties included providing administrative support to one or more lawyers. I also effectively communicated with witnesses, clients, colleagues and partners. I greeted visitors and performed initial screening of clients. I also attended trials and typed minutes. I also wrote case briefs and synopses of depositions, contracts and testimony.

W. Thad Adams, III, P.A. | Legal Secretary Aug. 1990 to Oct. 1993
Job duties included providing administrative support to one or more lawyers. I also effectively communicated with witnesses, clients, colleagues and partners. I greeted visitors and performed initial screening of clients. I also attended trials and typed minutes. I also wrote case briefs and synopses of depositions, contracts and testimony.

I. Manning Huske, Esq. | Paralegal Mar. 1989 to Aug. 1990
Job duties included providing administrative support to one or more lawyers. I also effectively communicated with witnesses, clients, colleagues and partners. I greeted visitors and performed initial screening of clients. I also attended trials and typed minutes. I also wrote case briefs and synopses of depositions, contracts and testimony.

EDUCATION

Texas Christian University	M.A. Rhetoric and Composition 2014
Texas Woman's University	M.A. Women's Studies 2007
Middle Tennessee State University	B.A. English 2004
Fayetteville Technical Community College	A.A. Paralegal Technology 1989

