



Laura Knudson, M.A.

laura@lknudson.com
880 Concord Road
Davidson, NC 28036
704-245-4096

SUMMARY

Professor, wordsmith, 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. Recipient of VIA Award in April 2024.

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

Responsibilities included drafting various pleadings, motions, correspondence and other documents for court cases; scheduling trials; requesting and obtaining medical records/bills related to client treatment; verifying and documenting account balances with medical providers; managing General District Court dockets as well as other administrative duties such as organizing case files, documenting mail, filing, time entry, billing, preparing correspondence with clients, external counsel, courts and court administration, proofreading, formatting and preparing multi-state and federal legal filings, filing legal documents, docket management, making travel arrangements, assisting with scheduling/calendar, assisting with discovery including document production, and other typical administrative assistant functions.

Miller & Martin | Legal Secretary

Oct. 1993 to June 1999

Responsibilities included time entry, billing, preparing correspondence with clients, external counsel, courts and court administration, proofreading, formatting and preparing multi-state and federal legal filings, filing legal documents, docket management, making travel arrangements, assisting with scheduling/calendar, assisting with discovery including document production, and other typical administrative assistant functions.

W. Thad Adams, III, P.A. | Legal Secretary

Aug. 1990 to Oct. 1993

Responsibilities included time entry, billing, preparing correspondence with clients, external counsel, courts and court administration, proofreading, formatting and preparing multi-state and federal legal filings, filing legal documents, docket management, making travel arrangements, assisting with scheduling/calendar, assisting with discovery including document production, and other typical administrative assistant functions.

I. Manning Huske, Esq. | Paralegal

Mar. 1989 to Aug. 1990

Responsibilities included time entry, billing, preparing correspondence with clients, external counsel, courts and court administration, proofreading, formatting and preparing multi-state and federal legal filings, filing legal documents, docket management, making travel arrangements, assisting with scheduling/calendar, assisting with discovery including document production, and other typical administrative assistant functions.

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