

Laura Clague

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EDUCATIONAL EXPERIENCE

University of Montana, Davidson Honors College, Missoula, MT
Bachelor of Science in Marketing
August 2021 - Expected graduation May 2023

Highlands College of Montana Technological University, Butte, MT
Associate of Science
3.98 GPA
August 2019 - May 2021

RELEVANT EXPERIENCE

Duniway-Elrod Programming and Activities Council (PAC) – Volunteer, Missoula, MT

Aug 2021 - Present

- Organize and facilitate events for 178 dorm residents to encourage community relationships
- Collaborate with other PAC members to host events, including recycling event, Halloween gift bags, and World Series watch party

Friends of the Butte Veterans Treatment Court, Inc. – Volunteer, Butte, MT

Jan 2021 - Present

- Photographed Volunteer Veteran Mentor activities for use on social media platforms and website
- Assisted in developing various market segments for different audiences such as donors, volunteers, and the general public

Clague Law Office, Office Assistant, Butte, MT

Jan 2018 – August 2021

- Organized legal documents using Microsoft 365 to transition into a paperless office
- Managed communications and calendaring for court dates and meetings
- Provided support of basic Microsoft Excel functions and formatting

Driftless Crossing, LLC – Assistant Project Manager, Butte, MT

Jun 2017 – Dec 2020

- Assisted in photographing short-term rental property to market a welcoming environment
- Assisted with Website design and curation
- Assisted with developing social media marketing strategy
- Assisted in conducting day-to-day project coordination

References available upon request.