

MICHAEL L. SPENCE

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Brighton, MA 02135

EDUCATION

c: +1 305-495-7885

BOSTON COLLEGE Carroll School of Management '12 GPA: 3.3 / 4.0
B.S. Business Management: Marketing & Finance focus

Chestnut Hill, MA
Sept. 2008-May 2012

ICADE – COMILLAS PONTIFICAL UNIVERSITY
University Exchange program

Madrid, Spain
Jan. to June 2011

BOSTON COLLEGE IN FRANCE
French immersion summer program

Bordeaux and Paris, France
Summer 2009

LANGUAGES

English and **Spanish** (native); **French**, **Portuguese** and **Catalan** (conversational)

EXPERIENCE

BOSTON STARTUP SCHOOL
Harvard Innovation Lab - TechStars

Boston, MA
June and July 2012

- Professional entrepreneurship accelerator
- Learned necessary skills to be effective in an early stage company
- Obtained practical experience through real world projects

CITIBANK, N.A.
Corporate and Investment Banking Intern

Santo Domingo, Dominican Republic
June and July 2010

- Conducted market penetration analysis to identify growth opportunities for Citi
- Managed accounts for Corporate Clients
- Prepared PowerPoint presentations to be presented to clients
- Translated documents from English to Spanish and vice-versa
- Collaborated daily with Operations, Compliance, Accounting and Legal departments

EL PELÓN TAQUERÍA
Google AdWords Campaign

Brighton, MA
April 2012

- Developed, managed and executed a Google AdWords marketing plan for a small company
- Regularly met with client to discuss campaign progress
- Increased website traffic by 10% in 3 weeks

LEADERSHIP

OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS
International Assistant; Group Coordinator:

Boston College, Chestnut Hill
2009 – 2012

- Trained new assistants for advising incoming Boston College students from all parts of the world in cross-cultural awareness, verbal and nonverbal communication skills, and for serving as mentor and resource
- Facilitated cultural adjustment for incoming international students at Boston College
- Worked on a team to plan and execute socio-cultural events and cultural immersion opportunities

SKILLS & COURSEWORK

- Project Management
- Venture Capital
- Entrepreneurship
- Applied Marketing Management
- MS Word proficiency
- Windows & Mac proficiency
- MS Excel Proficiency
- MS PowerPoint proficiency