

Chelsea A. Duda

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1529 Newton Circle – Rochester Hills, MI 48306 (Home)
10495 48th Ave – Allendale, MI 49401 (School)

- Objective** Obtain an entry-level position with a successful organization to gain practical marketing and/or international business experience and allow for an opportunity to utilize my communication, creativity, multi-tasking and leadership skills.
- Education**
- | | |
|---|---|
| GVSU Seidman College of Business
Grand Rapids, MI
Graduating in August, 2011
Major(s): B.B.A. Marketing
B.B.A. International Business
Minor: Spanish Language | University of Deusto
Bilbao, Spain
Summer 2009
International Business
study abroad program |
|---|---|
- Business Internship Experience**
- CBS Radio Detroit** – Southfield, MI – May 2010-August 2010
Promotions and Marketing Department
- Assisted in coordination of business-to-business, community and sporting events
 - Created promotional flyers for use at station events
 - Wrote recaps of events for Account Managers' clients
 - Continuously updated the WWJ Newsradio 950 website with upcoming events and photos
 - Assisted in the transfer of promotional content to the brand new website platform
 - Worked multiple promotions for CBS Detroit radio stations: WWJ Newsradio 950, 97.1 The Ticket, 98.7 AMP Radio, and 99.5 WYCD Detroit's Country
- TriMas Corporation** – Bloomfield Hills, MI – June 2007-August 2007
Human Resources Assistant
- Assisted HR department managers
 - Created job descriptions to send out to possible prospects
 - Prepared Excel spreadsheets and Power Points for use in corporate meetings
- Work Experience**
- Real Steel Productions** – Santa Monica, CA – July 2010-September 2010
Steven Spielberg movie, directed by Shawn Levy. To be released in 2011.
Selected by Shawn Levy and Assistant Director Josh McLaglen as featured extra.
- Empower Benefits** – Rochester Hills, MI – Assistant – Seasonal
- Affiliations**
- Phi Chi Theta** – National Professional Business Organization
Secretary/Vice President of Careers
 - American Marketing Association**
Member, GVSU Chapter
 - GVSU Intramural Volleyball**
- Skills** Working knowledge of Microsoft Access and SAP; Website creation
- References** Available upon request.

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