

## Curriculum Vitae

### Personal information

First name / Surname(s) **Laura Cheeseman**  
 Professional e-mail [l.cheeseman@iea.nl](mailto:l.cheeseman@iea.nl)  
 Work phone +31 20 625 36 35

### Position / Organisation

#### Work experience

<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>April 2021-Present</p> <p>Communications Officer</p> <p>Point of contact for IEA website updates          Coordinate the production, and promotion of IEA Compass: Briefs in Education and IEA Teacher Snippets in collaboration with Outreach and Media Officer          Create and manage the IEA Quarterly Newsletter          Support with copy writing, editing, and proofing of IEA and study-related materials</p>
<p>Name of employer</p> <p>Type of business or sector</p>	<p>IEA</p> <p>Not for Profit, Education and Research</p>
<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>October 2019-October 2020</p> <p>Marketing Coordinator</p> <p>Manage the WYSE Travel Confederation digital channels and editorial calendar          Create content for social media channels and the WYSE Travel Confederation and event websites          Project manage the production of offline materials for WYSE Travel Confederation events and exhibitions</p>
<p>Name of employer</p> <p>Type of business or sector</p>	<p>WYSE Travel Confederation</p> <p>Not for Profit, Youth Travel</p>
<p>Dates</p> <p>Occupation or position held</p>	<p>August 2017-October 2019</p> <p>Event Coordinator</p>

Main activities and responsibilities  
 Coordinate all logistical elements of CANSO conferences in collaboration with the events team while keeping to budget  
 Project manage the creation of all conference materials, including the printed program  
 First point of contact for all speakers  
 Manage presentations and AV on site

Name of employer  
 CANSO  
 Type of business or sector  
 Not for Profit, Air Traffic Management

**\* Other Professional Activities**

Current  
 Community Manager, Girl Gone International  
 Past  
 Social Media Manager, Vegan Fresco

**Education and training**

Dates  
 2008-2011  
 Title of qualification awarded  
 BSc (Hons) Event Management  
 Principal subjects/occupational skills covered  
 Crisis Management, Planning and Implementation, Experience Economy, Arts and the Media, People Strategy, Promotions and PR, Exhibitions and Festival Management.

**Personal skills and competences**

Mother tongue(s)  
 English  
 Other language(s)  
 Dutch and French, elementary proficiency  
 Computer skills and competences