

ALEXANDRA KUTCHINS

128 North Craig Street, Apt. 411
Pittsburgh, PA 15213
(484) 356-6407
akutchins@comcast.net

EDUCATION

DUQUESNE UNIVERSITY SCHOOL OF LAW

Pittsburgh, PA

Juris Doctor anticipated, June 2011

Class Rank: 46/151 (Top 30% of class)

G.P.A.: 3.07/4.00

- Best Appellate Brief, Spring 2009
- Excellence in Writing Award, Duquesne Law Alumni Association, 2009
- Business Law Journal, Vol. 12, 2009-2010

UNIVERSITY OF PITTSBURGH

Pittsburgh, PA

Bachelor of Science in Business Administration, summa cum laude, May 2008

Major in Finance, Minor in Philosophy

Certificate in Leadership and Ethics

G.P.A.: 3.77/4.00

- Managed class of sixteen peers to design and execute an educational, networking and recruiting event for the Certificate Program in Leadership and Ethics, Fall 2007
- Researched and co-wrote case study on Highmark Inc. for use in MBA Organizational Behavior course, Fall 2006
- Business Study Abroad, Valparaiso, Chile, Summer 2005

LEGAL EXPERIENCE

BABST, CALLAND, CLEMENTS AND ZOMNIR, P.C.

Pittsburgh, PA

Law Clerk for Corporate Services Division, 2007 – 2009

- Assisted Corporate Services attorneys with minute book maintenance, drafting and editing, document review, post-closing procedures and legal and internet research.

HIGHMARK INC.

Pittsburgh, PA

Compliance Intern, 2006 – 2007

- Assisted regulatory compliance attorneys in updating and auditing regulatory records.

OTHER EXPERIENCE

BERG CENTER FOR ETHICS AND LEADERSHIP

Pittsburgh, PA

Senior Finance Consultant, Spring 2008

- Developed an investment policy statement and screening criteria for the Berg Center's Socially Responsible Investment Portfolio Project.

Ethics and Leadership Academy Intern, Spring 2006

- Researched and planned social and academic events for Certificate Program in Leadership and Ethics students and staff.