

MAIYA TRACY

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(925) 519-3388

Highlights

Great with math	Good with computers	Proficient in Spanish
Detail-oriented	Strong problem solver	Customer and service-oriented
Microsoft Office proficiency	Type at 59 WPM	Cash handling

Professional Experience

Banana Republic Mar 2014 - Present
Brand Ambassador

Helped customers create cohesive and versatile outfits.
Maintained merchandise standards for clothing and accessories.

Tutor Sep 2012 - Present

Assisted students of varied ages with assignments.
Created new ways of teaching concepts depending on students' needs.

Sincerely Yours Cards & Gifts July 2013 - Present
Sales Associate

Recommended merchandise based on customer needs.
Operated a cash register to process cash and credit card transactions.

Sprague Wealth Solutions June 2011 - July 2011
Data Entry/Administrative Assistant

Sent correspondence to clients and processed various financial applications in a timely manner.
Organized client database and filing system.

Education

Rose-Hulman Institute of Technology, IN Aug 2011 - June 2012
Software Engineering

Ohlone College, CA Aug 2012 - June 2013
Software Engineering

Amador Valley High School, Pleasanton, CA Graduated June 2011
High School Diploma
3.76 GPA
Math Team President

Awards

National Merit Scholarship Commended Student