

MAYA GUPTA

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EDUCATION

The Davidson Academy of Nevada – *Selective Admission Charter for Profoundly Gifted Students*

Fall 2010 – May 2017

Babson College – *Leading College in Entrepreneurship and Business*

Fall 2017 – Present

WORK EXPERIENCE

Jinn LLC – *Business Development Associate*

Fall 2017 – Present

- Schedule, architect and edit all content creation for company blog articles
- Customize company Hubspot lead flow and sales system
- Create and present in depth marketing analysis and comparison documents

Boston Sports Club (Wellesley) – *Swim Instructor, Babysitter and Party Pro*

Fall 2017 – Present

- Instruct children ages 2-12 in proper swim technique through drills and games
- Monitor and entertain children ages 1-6 in gym nursery using creative activities
- Lead birthday parties of size 16-24, requiring strong organizational and directive skills

Bavarian Auto Haus – *Accounts Specialist*

Fall 2015 – Spring 2017

- Supported the customer service team through back-office administrative duties
- Entered customer details into the company service database
- Organized customer and vendor invoices

Miaplaza Inc. – *Content Developer and Quality Assurance*

Summer 2015 – Fall 2017

- Developed educational quizzes targeting an age range of 5 to 18
- Reviewed iPhone applications covering topics such as Geography, Basic Math and SAT preparation
- Wrote and filmed several 5-10 minute children's education videos on US History

LEADERSHIP EXPERIENCE AND ACTIVITIES

Babson College Hillel – *Marketing Officer*

Fall 2017 – Present

- Discuss and schedule innovative new marketing tactics via social media
- Create aesthetically appealing promotional materials on a weekly basis
- Meet biweekly with Executive Board to develop organizational branding

Nevada DECA – *Northern Nevada Vice President (2015-2016), State President (2016-2017)*

Fall 2013 – Spring 2017

- Addressed audiences of up to 1200 members as a keynote speaker and workshop leader
- Led team of 5 elected officers to teach over 2000 members statewide
- Advocated for educational funding to Nevada congressional delegation in Washington, D.C.

Sierra Nevada United Synagogue Youth – *Religious Educator (2014-2016), Membership/Kadima (2015-2016)*

Fall 2013 – Spring 2017

- Participated in extensive leadership trainings with over 100 peer officers
- Contacted religious peers to increase participation and education
- Organized and participated in food and diaper drives for local charities

Social Activism Club – *Founding Member, Public Relations Officer (2016-2017)*

Spring 2014 – Spring 2017

- Fundraised for causes such as the Malala Fund and local shelters
- Organized cooking and serving food to the local homeless community on weekends
- Facilitated dialogue on current complex social issues, such as feminism and racism

HONORS

AP Scholar (2016), National Merit Finalist (2017), Babson College Presidential Scholar (2017), Babson College Dean's List (2018)

ADDITIONAL INFORMATION

Computer Skills: MS Word, PowerPoint, Excel, Minitab

Languages: Fluent in English; Basic Knowledge in Spanish, French, Chinese and Hebrew

Interests: Classical and Modern Dance, Baking, Literature, Travel

Work Eligibility: Eligible to work in the U.S. with no restrictions