

Maia Canter

Brooklyn, NY • (508) 834-3967 • maiacanter@gmail.com

I create harmony through meaningful connection leading to growth and transformation. I am skilled at building interpersonal relationships, creating order and adapting to change. My goal is to contribute my strengths to a company that serves the community in a full-time administrative position.

TECHNICAL SKILLS

Web Development
Graphic Design
Social Media

PROFESSIONAL STRENGTHS

Creative problem solver
Task-oriented organizer
Quick learner

PERSONAL TRAITS

Dynamic communicator
Energetic motivator
Mindfulness practitioner

EXPERIENCE

Maia Canter Consulting, Brooklyn, NY — *Founder*

JANUARY 2006 - PRESENT

Created web development and design business. Consult with clients to translate unique vision and brand into websites and social media presences that are proven to build business. For examples of work, see [my portfolio](#).

The WW Club, New York, NY — *Administrative Assistant to Owner*

JANUARY 2017 - PRESENT

Streamlined membership database and physical mailing processes resulting in more efficient operation. Responsible for managing newsletters, updating website, assisting with event planning and research.

Laughing Lotus Yoga, Brooklyn, NY — *Front Desk Associate & Yoga Teacher*

JANUARY 2016 - PRESENT

Provide excellent customer service in person and over phone. Responsible for designing all studio signage. Teach dynamic yoga classes according to curriculum from 200-hour yoga teacher training completed in 2015.

Golden Bridge Yoga, New York, NY — *Front Desk Associate*

JANUARY 2017 - APRIL 2018

Managed three-story studio space and retail store. Provided excellent customer service in person, over phone, and on email. Responsible for designing all studio signage, processing shipments and maintaining inventory.

Everbearing Services, Portland, OR — *Web Developer*

JUNE 2015 - JANUARY 2016

Worked remotely with developers and clients to design, develop and maintain websites using custom WordPress themes and create social media content for various small businesses in Portland area.

eTeam Executive Search, New York, NY — *Search Consultant*

NOVEMBER 2014 - JUNE 2015

Sourced and screened candidates for search projects. Conducted in-person interviews. Administrative assistant to CEO; managed calendar, booked travel, ordered office supplies, greeted clients.

EDUCATION

New York University, Gallatin School of Individualized Study, New York, NY
Bachelor of Arts in Individualized Study

MAY 2014

Self-made concentration in Interactive Design and Perception

TECHNICAL EXPERTISE

HTML & CSS • Wordpress • Squarespace • Adobe Creative Suite • Microsoft Office • AdWords • MailChimp