

# Maia Canter

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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**

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 in-market 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 conducting research.

### **Laughing Lotus Yoga Center, 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 Portland team to develop and maintain websites for various small businesses using WordPress.

### **eTeam Executive Search, New York, NY — Search Consultant & Administrative Assistant to CEO**

NOVEMBER 2014 - JUNE 2015

Sourced and screened candidates for search projects. Conducted in-person interviews. Managed administrative tasks.

## 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 • Google AdWords • MailChimp

*Additional experience and references available upon request.*