

Maya Tietz

240-644-8448 | met9krd@virginia.edu | DC Metro Area, MD
Charlottesville, VA | www.linkedin.com/in/maya-tietz

EDUCATION

University of Virginia

Areas of Study: *African American Studies & African Studies (BA) / Data Science (Minor)*
Cumulative GPA: 3.37 | Major GPA: 3.7

Charlottesville, Virginia

May 2024

Fellow, Meriwether Lewis Institute for Citizen Leadership
Chief of Publicity, Minority Rights Coalition (2021-2022)
Web Dev Committee Member, Girls Who Code at UVA (2021)

HR Certification Institute (HRCI)

Diversity and Inclusion in HR Management Certification

Arlington, Virginia

December 2022

Accenture x Girls Who Code

Work Prep Participant

Remote

May 2023

LEADERSHIP EXPERIENCE

Girls Who Code

Self-Paced Program Advisor

Remote

June 2023 – August 2023

- Co-advises and supports five cohorts of 50-60 high school girls through completion of a self-paced summer program by maintaining an exciting, engaging, and accessible virtual environment.
- Reviews GWC provided materials for Advisory Meetings and Student Hours, and adapts those materials as needed to effectively facilitate my Advisory Meetings and Student Hours.
- Schedules and co-facilitates Advisory Meetings once per week with each of my student cohorts to engage in sisterhood activities or icebreakers to build stronger relationships.
- Schedules and co-hosts Student Hours 4-5 times per week with other Advisors to troubleshoot students' questions, review misconceptions, or provide debugging tips based on projects.
- Reviews student project submissions and provide them supportive comments and/or feedback.
- Effectively address students' challenges and questions via zoom, discussion boards, and student hours to ensure that all students are engaged and actively learning course material.

PrimCorp, LLC

Diversity, Equity, and Inclusion Program Manager

Arlington, Virginia

April 2022 – March 2023

- Contributed to the preliminary development of the management consultant company's Diversity, Equity, and Inclusion Program through the execution of industry research and program management.
- Consulted with company stakeholders to best synthesize a DEI program that meets company needs.
- Analyzed contract acquisition data to help improve Sales Performance Team metrics – an effort to be introduced to data science end of business operations.

Forge Academy

Diversity, Equity, and Inclusion Manager

Charlottesville, Virginia

December 2021 – April 2022

- Contributed perspective to internal discussions within the four person DEI team, including the DEI Director, and two DEI coordinators, to promote equity and inclusion in a student-centric learning environment with 1,000+ students annually.
- Compiled extensive list of DEI-focused readings for course instructors to prepare for courses, specific to each subject area.
- Met individually with Forge's Marketing team to conduct copy assessments on ten pieces of documentation.
- Created and designed multi-page framework to document the DEI team's progress and feedback, known as the *DEI Playbook*.

RESEARCH EXPERIENCE

Fralin Museum of Art

Curatorial Intern

Charlottesville, Virginia

August 2023 – December 2023

- Students work approximately 100 hours each semester (7-8 hours per week) at the museums, under the close supervision of museum professionals. Also participates in the curation of their own group exhibition.

PrimCorp, LLC*Business Development Intern***Arlington, Virginia***February 2022 – April 2022*

- Contributed to the preliminary development and designing of the management consultant company's Diversity, Equity, and Inclusion Program through the execution of industry research and project management.

UVA Curry School of Education*Research Assistant***Charlottesville, Virginia***August 2021 – January 2022*

- Served as a Zoom technician through creating and managing zoom meetings, in addition to tracking online registration, attendance, and participant engagement in over 50 meetings.
- Assisted in organizing and administering the fidelity coding process of over 290 hours of video documentation using Excel and Qualtrics.

Forge Academy*Diversity, Equity, and Inclusion Coordinator***Charlottesville, Virginia***February 2021 – December 2021*

- Produced and organized content that promotes equity and inclusion in a student-centric learning environment with 1,000+ students annually.
- Designed and developed the Diversity, Equity, and Inclusion web page on Forge's website to provide information for prospective and current students on the relevance and significance of DEI to Forge's principles.
- Handled correspondence and collaboration between Forge's DEI program and other members of Forge Leadership

SKILLS

R | Qualtrics | Figma | Adobe Suite | Social Media Management | HTML | CSS | Project & Program Management | Microsoft Office Suite | Basic Proficiency in Spanish