Maya Wright

**Mobile:** +447506111484 **Job ID:** Kings Recruit Staff Hire

**Email:** mayagwright20@hotmail.com **Job title:** Cruise Ship Staff

**Personal profile**

Results orientated and ambitious achiever, self-motivated with a high degree of enthusiasm. I am an effective communicator with a natural talent for liaising with individuals at all levels. Analytic with a proven administrative and organisational skills. Can work effectively in a team or as an individual.

**Objective**

My career objective is to enhance my current expertise and develop new skills. I am keen to undertake new and demanding challenges while building a lasting career. I am keen to find creative solutions that increase efficency and are sustainable. I am also keen to learn about the world and cultures.

**Education**

University of Reading **MSc Real Estate (TBC)**  September 2018 – December 2019

University of Hull **BSc Psychology (2:1)** September 2015 – June 2018

Harris Campbell **Maths (A), Psychology (A), Textiles (B)** September 2013 – August 2015

**Work experience**

Herne Hill Harriers April 2013 – Current

**Level One Athletics Coach with first aid (Part time)**

Working alongside United Kingdom senior athletics coaches delivering various previsions throughout London.

* Providing assistance to UKA coaches working with all age groups starting from 6 years upwards.
* Collection of fees and payments, (handling up to £15,000 in cash payments).
* Voted “favourite coach” three years in a row.
* Engaging and supporting the development of individual young athletes using appropriate coaching techniques with suitable adjustments made for disability groups.
* Headhunting future Olympic ambassadors for further private coaching sessions.
* Compiling and submitting substance data for funding requirements.
* Organising events with Olympic athletes such as Usain Bolt, Asafa Powell, Tyson Gay.

JLL July 2019- August 2019

**Corporate Structure Lending/ Residential development team (Full time)**

Internship working within the Corporate structure lending team.

* Working with top tier firms such as Deloitte and Barclays.
* Calling agents to collect market information as well as recent sales.
* Using Molior, Rightmove, Rightmove plus, LonRes, CAD and HM Land Registry to collate comparables.
* Valuing future and current developments and residential blocks sites.
* Management of relationships with key clients including Battersea Power Station Development company and Ballymore Group.
* Site visits and leasing with clients to acquire first-hand knowledge of new builds.

TRINOVA REAL ESTATE / GIC March 2019- March 2019

**Competitor**

Working within a team to compete in a National investment case competition for Trinova real estate and GIC.

* Research and market analysis of Wales and the commercial sector.
* Market mapping to identify successful provisions for the subject development.
* Evaluating risks and opportunities using SWOT analysis.

**CBRE March 2019- March 2019**

**National Student accommodation team (Full time)**

Work placement helping within the Student accommodation team.

* Market research for student accommodation in the UK.
* Creating and interpreting large amounts of data on excel spreadsheets.
* Collecting and writing of comparables for reports.
* Working alongside L&Q for transferring ownership of a student block.
* Assessing the feasibility of project through creating cashflows on excel and using Argus developer.
* Advising clients on next steps for projects.

**Home Rentals October 2017- December 2018**

**Procurement Team (Part time)**

Work placement helping within the Procurement Team.

* Marketing and recruitment drive for potential tenants with Air bnb/ spare room/ estate agent contacts.
* Investigating properties on the market in line with requirements of the client (marketing and tenant placements).
* Administration including background and security checks of tenants.
* Assisting with security deposit scheme protection.
* Assisting legal team with accessing contracts.
* Website content creation.

International Citizen Service June 2017 – September 2017

**Livelihoods Volunteer (Full time)**

Volunteering placement helping to decrease poverty in Nigeria.

* Planning and building of schools and farms.
* Teaching locals to start and sustain businesses.
* Planning and managing a sports day for over 200 children.
* Assisting and development for the planning of sessions.
* Negotiating prices for business developments.
* Fundraising and awareness campaigning.

Envoy Freight Services Ltd October 2012 - January 2015

**Marketing Assistant (Part time)**

My achievements directly impacted on securing new and repeat business.

* Providing PA support to the marketing manager.
* Dealing with enquiries and acting as the first point of contact to clients.
* Independent production and distribution of promotion materials.
* Monitoring, evaluating and assisting customer needs.
* Working as part of the sales force towards the achievement of team and the organisations objectives.
* Development of good working relationships with external suppliers.
* Carrying out background research into new projects and presenting findings to relevant personnel.

**Other Training**

* Module in international market analysis and investment finance.
* BASI qualified snowboard coach and University of Hull Snow sports committee president.
* PC literate with working knowledge of Windows XP, CoStar, Microsoft Office including Excel, SPSS.
* Self-teaching coding (CSS, HTML, JavaScript), graphics and Spanish.