

Maya Wright

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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 efficiency 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 provisions 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.

