

Zully Maya

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1658 Lincoln Ave, Saint Paul, MN 552105

EDUCATION

Master of Science in Computer Information Systems

Boston University
GPA: 3.74

Currently Attending

Boston, MA

Bachelor of Arts in Computer Science

Macalester College
GPA: 3.61

May 2022

Saint Paul, MN

HONORS AND AWARDS

Boston University Merit Scholarship
John W. Seale Scholarship
Dewitt Wallace Scholarship
Catharine-Lealtad Scholarship
Questbridge National Scholar

January 2024 - Present
September 2019 - May 2022
September 2018 - May 2022
September 2018 - May 2022
December 2018

PROFESSIONAL EXPERIENCE

M Engage Trainer

University of Minnesota Foundation

January 2024- Present

Minneapolis, MN

- Implement and present training strategies for incoming and current Student Engagement Representatives on solicitation work
- Support all steps of the hiring process for Student Engagement Representatives
- Supervise calling shifts and troubleshoot any problems that come up in a timely and accurate manner

Executive Administration Specialist

University of Minnesota - School of Nursing

July 2022 - April 2023

Minneapolis, MN

- Respond to and troubleshoot course scheduling concerns from staff and faculty through multiple channels in a timely manner
- Maintain the School of Nursing database and pull reports as requested for scheduling and operational purposes
- Handle student and faculty confidential information and documents with discretion and maintain their proper organization

Computer Science Preceptor

Macalester College

**January 2022 - May 2022
September 2020 - May 2021**

Saint Paul, MN

- Support the Computer Science department and faculty by maintaining online and in-person office hours
- Aid computer science student questions and inquiries during class sessions, office hours, and occasionally after hours
- Grade computer science homework and class work using Moodle for updates

Tech Intern**September 2021 - December 2021***In4Byte*

Granada, Spain

- Assist in design and development of websites for client requested projects using WordPress
- Maintain web content and provide WordPress support as needed
- Assist in general tech support such as computer repairs, system installations, and delivering computer parts.

Software Engineer Intern**May 2021 - July 2021***Clutch, Inc.*

Minneapolis, MN

- Assist in the initial development and hosting of new website projects for the company
- Aid in the redesign and content management for existing websites using WebFlow
- Assist in the initial prototype development for Android counterpart to iOS mobile application

Macalester Fund Outreach Specialist**September 2018 - May 2021***Macalester College*

Minneapolis, MN

- Practice solicitation efforts while maintaining fundraising and participation goals
- Update alumni database accurately and timely
- Supervise and train student worker groups
- Provide additional and necessary administrative support

SKILLS AND INTERESTS

Community Service: Volunteer Income Tax Assistance (VISTA) Volunteer, Toys for Tots Volunteer, Habitat for Humanity Volunteer

Student Activities: A Novel Idea (Book Club) Co-president, Questbridge National Scholar Network Member, FSU (First Generation, Low Income Student Union) Member, Xertion Dance Crew

Skills: Microsoft Office Suite, Python and Java Programming Languages, Web Development Technologies, Excellent Administrative Skills, Spanish Fluency