

Maya Sutton

Boston College, Chestnut Hill, MA 02642
(617) 656-2134 -- suttonmayag@bc.edu

HIGH SCHOOL RESUME

Skills

- Extremely organized
- Cooperative team member
- Strong verbal communication
- Attention to detail
- People-oriented
- Hardworking

Experience

May 2014 - August 2015

Kids Club, Monsey, NY - Party Host

- Resolve customer conflicts or concerns
- Maintain a clean and organized workplace
- Work cooperatively with other party hosts
- Promote the business amongst parties

June 2012 - July 2015

Good Neighbor Creative Play, Park Range, NY - Preschool Summer Camp Counselor

- Relay information back to parents concerning their children's progress
- Follow through with teacher's orders and advice
- Maintain a clean and organized workplace

August 2014 - January 2016

Helping Hand Hospital, Hillburn, NY - Front Desk Volunteer

- Answer phone calls and provide information
- Direct visitors to rooms and help transport the elderly/disabled
- Follow all hospital regulations and maintain a safe environment for patients

April 2016 - present

Old Navy Inc., Monsey, NY - Sales Associate

- Help customers with their needs (outfits, transactions, etc.)
- Maintain company's standards and image
- Organize and arrange store according to managers' directions

Education

Monsey High School - Class of 2016

Extracurricular Activities

- Cheerleading (Captain), 5/12 - 3/16
- Student Government, 5/14 - present
- Debate Club, 9/14 - present
- Member of National Honor Society, Math Honor Society (President), and Spanish Honor Society

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Education

Boston College, Carroll School of Management Honors Program - Chestnut Hill, MA
Bachelor of Science in Management
Concentrations in Finance & Managing for Social Impact May 2020
GPA 3.95, Rank 9/540, Dean's List First Honors

Monsey High School - Monsey, NY
High School Diploma, GPA 100.85, Rank 3/159 June 2016
Math Honor Society President, Foreign Language Honor Society, National Honor Society
Varsity Cheerleading Captain, Debate Club, Student Council Representative
Pfizer Vaccines Research and Development Science Educational Award Recipient

Work Experience

Old Navy Inc. - Monsey, NY
Sales Associate April 2016 - Present

- Resolve customer concerns regarding merchandise transactions and credit card applications
- Report hourly company data and assist in training of 3 new employees
- Promote a positive company image and develop relationships with customers

Good Neighbor Creative Play - Park Range, NY
Camp Counselor Summer 2012 - 2016

- Helped 12 toddler-aged children per week adjust to a new environment
- Relayed information to parents concerning their children's progress on a daily basis

Helping Hand Hospital - Hillburn, NY
Front Desk Coordinator August 2014 - February 2016

- Assisted visitors and callers for over 200 hundred patients
- Followed all hospital regulations to maintain the privacy and safety of the patients and staff

Activities

Boston College Student Admission Program September 2016 - May 2017
Office Management Captain, Greeting, Outreach, & Admitted Eagle Day Team

- Acted as a liaison between the undergraduate student body and potential students of Boston College

First Year Service Program January 2017 - May 2017
Active Volunteer at Cradles to Crayons in Brighton, MA

- Cooperated with others to inspect, organize, and prepare donations for approximately 100 children a shift

Skills

Microsoft Word, Excel, and Powerpoint for PC and Mac