# https://www.linkedin.com/in/maya-n-smith/

### **EDUCATION**

TEMPLE UNIVERSITY- Fox School of Business, Philadelphia, PA

Bachelor of Business Administration Graduation: May 2025

Major: Management Information Systems | Minor: Spanish | GPA: 3.55

Relevant Courses: Advanced Spanish Conversational Review, Cloud Architecture, Data & Analytics, Digital Systems,

User Experience Design, Web Application Development

### TECHNICAL SKILLS

Analysis: Jupyter Notebook, Python, SQL

Web Development: Amazon Web Services, CSS, HTML, JavaScript, Python, VS Code

Project Management: Google Workspace, Microsoft Office

### **PROJECTS**

Usability Analysis, User Experience Design

January 2024 – Present

- Conduct a usability analysis to identify the goals, affordance, and problems of a web design
- Create a user persona of typical user to problem solve standard use challenges
- Execute observational usability tests and heuristic evaluations to produce actionable insights

## **EXPERIENCE**

TEMPLE UNIVERSITY, Philadelphia, PA

August 2022 - Present

Fundraising and Community Service Chair, Fox African American Business Association

- Develop crowdsourcing and charitable initiatives for a 20-member student organization that aims to uplift Black business students in the Fox School of Business
- Facilitate ice cream social with business owner of Dreams Ice Cream, serving 20 members of FAABA
- Lead informational table at Experience Temple Day and Temple Fest events to recruit 50 new members
- Recruit members to participate in off-campus cleanup, collecting 8 full bags of trash
- Coordinate team of volunteers to create 30 handmade cards for non-profit organization, "Cardz for Kidz"

### TEMPLE UNIVERSITY, Philadelphia, PA

August 2023 – December 2023

Information Technology Assistant, Management Information Systems

- Created assignments for a Social Media Innovation class, performed evaluations for 36 students
- Communicated with students to increase understanding of concepts during office hours
- Monitored email and GroupMe platforms, quickly and efficiently respond to students

## YMCA, Mount Laurel, NJ

June 2019 - August 2023

Senior Counselor, Camp Kaleidoscope

- Managed safety of 120+ 4 to 13 year-old children for a nonprofit youth wellness organization
- Directed campers in swimming lessons, arts & crafts, and recreation, while maintaining the safety and sanitation of a multi-million-dollar facility
- Coordinated weekly field trips and parent pick-up and drop off schedules
- Developed & taught a weekly STEM curriculum for campers to learn age-appropriate problem solving skills
- Promoted from Junior Counselor to Senior Counselor due to demonstration of leadership in Camp Counselor and after-school Site Aid positions within 2 years
- Trained 2 Counselors in Training in daily counselor responsibilities, conferenced with campers' parents to discuss behavior plans

## **ACTIVITIES**

Member, Fox African American Business Association Member, Association for Information Systems Volunteer, Food Bank of South Jersey

September 2023 – Present August 2022 – Present May 2021 – June 2021

#### **SKILLS**

Language: Advanced Proficiency in Spanish