

# High School...

## Maya Sutton

140 Commonwealth Ave Boston College, Chestnut Hill, MA 02467  
(617) 656-2134 – [suttonmayag@bc.edu](mailto:suttonmayag@bc.edu)

### 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

- Maintain a clean and organized workplace
- Resolve customer conflicts or concerns
- 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

# to College

## MAYA SUTTON

suttonmayag@bc.edu | (617) 656-2134  
Chestnut Hill, MA 02467 | [linkedin.com/mayasutton](https://www.linkedin.com/in/mayasutton)

### EDUCATION

#### Boston College, Carroll School of Management

*Bachelor of Science in Management*  
Concentration in Finance & Managing for Social Impact  
Overall GPA: 3.95, Rank 9/540, Dean's List First Honors

#### Monsey High School

#### High School Diploma

GPA: 3.98, Rank 3/159

Leadership: Math Honor Society President, Spanish Honor Society, National Honor Society, Varsity Cheerleading Captain, Student Council Representative

Awards: Pfizer Vaccines Research and Development Science Educational Award Recipient

Chestnut Hill, MA  
May 2026

Monsey, NY  
June 2022

### WORK & LEADERSHIP EXPERIENCE

#### Old Navy

#### Sales Associate

• 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 to create a welcoming environment

#### Good Neighbor Creative Play

#### Camp Counselor

• 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

#### Front Desk Coordinator

• Assisted over 200 patients through the front desk and calls to answer questions and schedule appointments  
• Followed all hospital regulations to maintain the privacy and safety of the patients and staff

### STUDENT INVOLVEMENT

#### Boston College Student Admissions Program

#### Office Management Captain

• Served as a liaison between the undergraduate student body and potential students of Boston College to answer questions about the Boston College experience  
• Create expense reports to track reimbursements business expenses made by the admissions counselors

#### First Year Service Program

#### Cradle to Crayons Active Volunteer

• Cooperated with a group of nine volunteers to inspect, organize, and prepare donations for approximately 100 children shift  
• Coordinated a fundraiser with a group of three other volunteers to collect donations through social media and around town  
• Raised \$2500, 25% over the goal, to provide children with essential items for the winter

### SKILLS

#### Technical: Microsoft Office Suite, R, Python, Stata

Language: Portuguese (Native), Spanish (Fluent)

Interests: Dancing, Tennis, Basketball, Photography

## Education

Moves to the top of resume. Include full title of degree, GPA if >3.0, dates of graduation, academic awards/achievements.

## Experience

Bullet points should move focus from responsibilities to achievements, including quantity and scope, if possible, e.g. "Helped 12 toddler-aged children per week..." Focus on beginning bullet points with strong action verbs.

Leadership and volunteer activities can be included in your experience sections following the same structure as work experience.

## Want more help?

- Go to the Resumes section of the BC Career Center website for an editable resume template, list of powerful action verbs, sample resumes, and more!
- Stop by the Career Center M-Th 12-4, F 12-3 for a drop-in resume review with a Peer Career Coach.

## Skills

Typically last section on resume. Include only "hard skills" such as technical programs, laboratory skills, or languages. Optional to include a line of interests. "Soft skills" like communication and teamwork will be demonstrated through cover letters or interviews.