|  |
| --- |
| Education |
| **Baruch CUNY College,** GPA 3.0 *New York, NY*Bachelor of Marketing Management Expected Graduation: May 2022* **Honors/Awards:**  CUNY Photo Challenge Winner, Dean’s List 2019 Spring Semester, Office of the Mayor Certificate of Appreciation, National Spanish Examination Bronze Medal, AT&T HACEMOS Competition 3rd Place Finalist, SEO Career Success Participant

**Scholarships:** ACE Scholarship, Peter F. Vallone Academic Scholarship, NYC Council Merit Scholarship**Relevant Coursework:** Introduction to Computer Science, Discrete Structures, [Analysis & Design 1](https://maryash.github.io/135/2020_spring.html)**,** Analysis Design, Introduction to Economics, Introduction to Accounting |
| Work Experience |
| **Compass Real Estate -**Summer Product Management Intern               (June 2021 – August 2021) *New York*, *NY** Worked with a product management team consisted of cross functional partners comprised of engineering, design, and user research
* Worked with agents, product marketing, and product support to carefully understand and analyze user needs and turned those into a product plan, roadmap, and detailed specifications. Was able to bring final product to fruition at Compass.
* Used detailed specifications as foundation and collaborated with engineering and design teams to ship new Compass app features for agents

**Capital One -** Branch Ambassador/Banker (July 2019 – June 2021) *Jackson Heights, NY** Performed a wide variety of transactions including check cashing, deposits, transfers, and withdrawals while monitoring fraud mitigation and adhered to established operational policies and procedures in accordance with bank policy and federal regulations
* Opened and closed savings, checking, credit card, and CD Capital One customer accounts
* Reduced customer financial anxiety by helping to determine both personal and business financial need and taught customers how to use digital banking to enhance their experience through ATMs, the Capital One website and mobile app
* Accomplished a high net promoter score as measured by the rating system Medallia by providing customers with product knowledge and quality interactions to play a vital role in customers’ banking experience as well as resolved customer inquiries quickly and efficiently

**Apple -**Sales Specialist(August 2018 - January 2019) *New York*, *NY** Uncovered customers’ needs and followed through with enlightening solutions through advising, selling, and setting up to 150 weekly customers' new Apple products while meeting daily store sales goals
* Maintained visual merchandising and assisted team members
* Accomplished a high net promoter score as measured by the rating system Medallia by demonstrating strong knowledge with technology, and positive customer interactions

**Jacob K. Javits Center -** Scheduling Coordinator (March 2018 - September 2018) *New York*, *NY** Edited and created schedules for employees on eTime, printed schedules using the schedule by labor program, and used the Javits Call System to locate employee information and to let them know their schedule and any other discipline related tasks
* Created new organizational spreadsheets and word documents to connect employee. manager, and convention booth information
* Performed other related duties as assigned by the Sr. Director of Javits’ Environmental Solutions

**Mayor’s Office of NYC** – Human Resources and First Lady’s Team Summer Intern ***(***July 2017 – August 2017) *New York*, *NY** Assisted the human resources department and First Lady of NYC Chirlane McCray’s team by creating spreadsheets and filing sensitive information to organize employee profiles and assisted in organizing city events at Gracie Mansion and as a result obtained a certificate of appreciation at the end of the internship due to excellent work

**Sears Holdings -** Sales Associate ***(***July 2016 – April 2017) *Rego Park*, *NY* * Served customers, provided advice and assistance, and ensured sales targets were achieved and conducted end of day banking and reconciliation
* Trained store employees on sales, store operations, cashier transactions and organizing inventory

**Leadership & Professional Development****SEO Career** - Success Participant                                                                          **(**January 2021 – Present**)** *New York, NY** Received 100+ hours of individualized coaching and online instruction to achieve targeted professional developmental goals mainly around technical and soft skills training
* Mastery of fundamentals specific to technology to maximize the likelihood of a return offer at the end of summer 2021

**Skills and Certifications**

|  |  |
| --- | --- |
| * Spanish Fluency
* Microsoft Office and Google Docs, Slides, and Sheets
 | * CAD Autodesk Inventor Certified, May 2018
* Python and C++ Coding
 |

 |