

Maya Sutton

140 Commonwealth Ave Boston College, Chestnut Hill, MA 02467

(617) 656-2134 – 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

- 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

MAYA SUTTON

suttonmayag@bc.edu | (617) 656-2134
Chestnut Hill, MA 02467 | linkedin.com/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

Chestnut Hill, MA

May 2026

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

Monsey, NY

June 2022

WORK & LEADERSHIP EXPERIENCE

Old Navy

Sales Associate

Monsey, NY

April 2022 - 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 to create a welcoming environment

Good Neighbor Creative Play

Camp Counselor

Park Range, NY

Summer 2018 - 2022

- 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

Hillburn, NY

August 2020 – April 2022

- 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

Chestnut Hill, MA

September 2022 – Present

- 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

Monsey, NY

August 2020 – April 2022

- 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