MAYA EDWIN

(832) 566-5699
Mayaxedwin@gmail.com
San Marcos, Texas

PROFILE

I am passionate about community and people. I desire to empower stakeholders and foster community through training and managing others in communication, organizational culture sustainability, diversity, and inclusion. I truly believe, together we can impact.

EDUCATION

MA in Communication Studies
Certificate in Organizational Communication and Training
Texas State University-San Marcos, Texas
2019 – 2021

BA in Communication
Texas A&M University-College Station, Texas
2015 – 2018

Study Abroad- Spanish Emersion, Granada, Spain
Summer 2015

SKILLS

// AWARDS & CERTIFICATES
// PROFESSIONAL

Recruitment
Community Outreach
Microsoft Suites
Google Suites
Team building
Public speaking
Marketing
Researching
Problem solving
Event Coordination

INTERESTS

Community Engagement
Diversity & Inclusion
Human Resources
Employee Engagement
Management
Sales
Recruiting

PROFESSIONAL EXPERIENCE

GRADUATE INSTRUCTIONAL ASSITANT *Texas State University | San Marcos, Tx |Present*
As Graduate Instructional Assistant I worked to educate young adults on the fundamentals of human communication. I oversaw over 200 students in totality.

- Created and presented communication information and activities to help with the digestion of materials
- Taught adults the fundamentals of human communication and public speaking

DIVISION DIRECTOR *Camp Lonehollow | Texas | 2014 – 2019*
Camp Lonehollow is truly a place like no other. I began my journey as a camp counselor. After only one summer I was promoted to Division director where I oversaw 18 counselors and 144 children.

- Trained counselors on appropriate bounderies with children
- Taught classes and aided in the creation of new curriculums
- Engaged with the children to promote positive growth and self confidence

ASSISTANT GENERAL MANAGER *Bonfire Social Club | Texas | 2017 – 2018*
As the Assistant General Manager I was responsible for recruitement of brand amabassadors, onboarding, and creating events for members. BSC was a local start up company.

- Lead, managed, hired, and provided adequate training for brand ambassador teams
- Oversaw the development of new locations region-wide and built the capacity to recruit and hire new staff
- Fostered collaboration with local/national brands, vendors, investors to foster local motives

STUDENT BRAND MANAGER *Tinder | Remote | 2017– 2018*
Worked with the global brand Tinder to increase KPI's and community awareness.

- Orchestrated and budgeted large social events as Field Marketing and promotion initiative
- Promoted Tinder using social media platforms as well as guerilla marketing
- Networked with various organizations and companies to cross-promote seamlessly

EXTRA CURRICULAR ACTIVITIES

PRESIDENT *Communication Graduate Student Association | Texas State University | 2020-2021*

- Managed people and projects in relations to social event, professional development, and community service

COUNCIL WOMEN *Liberal Arts Student Council | Texas A&M University | 2015–2017*

- Volunteered to help engage organization with the community