

Maya Banda

Chicago, IL 60622 | mayabanda89@gmail.com | www.linkedin.com/in/maya-banda-1b50c

EDUCATIONAL BACKGROUND

DEPAUL UNIVERSITY – Chicago, IL

May 2024

Bachelor of Arts in Communications and Media

- Honors: Cum Laude (GPA: 3.5)
- Relevant Coursework: Principles of Advertising, Intercultural Communications, Organizational Communication, Public Speaking, Business Communication, Mass Communication

RELEVANT EXPERIENCE

Strategic Consultant – Carmona Strategic Solutions

July 2024 – Present

Provide consultation to clients across various sectors focusing on leadership development and business strategy.

Facilitate leadership development workshops and prepare detailed reports and presentations for senior management and stakeholders.

- Conduct comprehensive market analysis to inform business decisions – creating actionable strategic plans.
- Collaborate with cross-functional teams to design and implement business development strategies.

Administrative Assistant – Premier Point Home Health

August 2024 – December 2024

Assisted in managing daily accounts payable operations, ensuring accurate and timely processing of invoices, expense reports, and payments.

Provided general administrative support to the accounting team, including scheduling meetings, managing office supplies, and performing other clerical tasks.

- Maintained detailed records of transactions and vendor payments, ensuring compliance with internal policies and accounting regulations.
- Monitored and ensured that all accounts payable documents are properly filed and organized for easy retrieval.
- Reconcile discrepancies in billing, coordinate with vendors to resolve payment issues, and follow up on outstanding invoices.

Peer Health Educator Student Affairs – Depaul University

August 2023 – June 2024

Provided peer-to-peer health and wellness education for students

Organized and executed special events and social media postings on topics such as mental, physical, and sexual health.

- Created digital media content on Instagram
- Planned and executed on-campus events

Office Assistant Dean of Students – Depaul University

October 2021 – June 2024

Responsible for meeting the needs of students by providing clear support and maintaining campus standards.

Triaged and referred incoming calls from faculty and students seeking support and problem resolution. Provided administrative support to the Dean of Students.

- Promoted as Senior Office Assistant after one year and charged with training student employees.
- Created a flowchart of administrative staff for the employee handbook and created an excel sheet of Absence Notification history over the past 5 years.

TECHNICAL PROFICIENCIES

Microsoft Office (Teams, Word, Powerpoint, Excel), NetSuite, Photoshop, and Adobe Software.