

MAYA RUGGLES

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EDUCATION

Northeastern University, D'Amore-McKim School of Business

Boston, MA

Candidate for Bachelor of Arts in Business Administration and Bachelor of Science in Psychology

June 2022

Concentration: Supply Chain Management

Relevant Coursework: Supply Chain & Operations Management, Financial & Managerial Accounting, Analyzing the Global Business Environment

Activities: NEU Amnesty International (Co-Founder, Co-President), TedXNortheasternU (Operations Coordinator), New Consulting Group (Consultant), Alpha Epsilon Phi (Standards Board, Philanthropy Committee, Recruitment Committee)

The Council on Educational Exchange

London, UK

Semester Study Abroad

December 2018

Relevant Coursework: Microeconomics, Academic Writing

WORK EXPERIENCE

Wayfair

Boston, MA

Talent Acquisition Process and Innovation Co-Op

January 2020 – June 2020

- Assisted with the implementation framework for a new Candidate Relationship Management system by researching software functionalities and company profiles, building the RFP scorecard, and creating decks for design sessions
- Increased recruiter efficiency by collecting, curating, and centralizing LinkedIn Recruiter, Indeed Resume, Hiretual, and Hired training materials into the company knowledge management hub
- Created the Co-Op Onboarding Guide by working cross-functionally to support the transition of 150+ new employees into the workplace
- Partnered with the Employer Branding team to enhance Wayfair career pages on Glassdoor and Indeed in order to promote a consistent brand image to prospective employees
- Centralized relevant training materials, current tech partnerships, and OKR metrics in an internal platform used by the 300+ person Talent Acquisition organization to enable necessary organizational efficiency

John Apple Camps, Inc.

San Marino, CA

After School Counselor at Waverly School / Assistant Camp Counselor at Camp Lacy

June 2017 – June 2018

- Designed and supervised activities for children ages 4-14, ensuring fun activities adaptable for all ages
- Assisted students with homework ranging in subject matter and answered any questions they had
- Arranged daily opening of camp including check-in and running morning programs
- Aligned with staff to mitigate any issues that arose between campers

LEADERSHIP EXPERIENCE

TedXNortheasternU

Boston, MA

External Operations Coordinator

August 2020 - Current

- Oversees and strategizes entire xLab portion of flagship event in collaboration with the marketing team in order to provide an impactful experience to attendees in an interactive format
- Maintains relationship with past xLab participants to ensure an ongoing relationship for both parties moving forward
- Supports operations for main events, such as the TEDx flagship event and NUtalks, by assisting the Director of Operations

New Consulting Group

Boston, MA

Consultant

September 2020 - Current

- Assists new companies by researching and designing the best recommendations for a go-to-market strategy in an effort to support them when entering a market for a new product
- Analyzes cost-effective distribution channels for alcoholic beverages to assist a Mezcal company in establishing a low-cost, efficient supply chain for a new product

SKILLS

Technical Skills: Proficient in Microsoft Word, PowerPoint, Excel, Google Suite, Asana, and Draw.io; Intermediate Proficiency in SQL, SOS Inventory, Photoshop, InDesign, and FinalCutPro

Interests: Pasta making, psychology, international travel, photography

Liliana Cartos

Boston, MA | lilianac@husky.neu.edu | 914-888-1112 | LinkedIn

EDUCATION

Northeastern University, Boston, MA

April 2021

Candidate for Bachelor of Arts Degree in Sociology & Communications; *Minor*: Political Science

GPA: 3.69

Achievements: Dean's List, Jane Wilkinson Scholarship for Humanitarian Effort, Community Service Scholarship, Hall Council of the Year (2018)

Activities: Hall Council (President), Northeastern Black Students' Association, Women's Club Basketball (President), Northeastern Concert Band, Mixed Student Union, Songwriting Club

EXPERIENCE

Northeastern University (NU), Boston, MA

Host, Producer - WRBB Radio Station

September 2018 — Present

- Found, host, and produce weekly one-hour talk show; highlight NU's diverse student body and experiences
- Research topics, conduct on-air interviews and moderate panel discussions on various topics
- Program music and entertain listeners between sets; operate soundboard; edit audio using in-studio

N.U.in Liaison - Explore Program

August 2017 — Present

- Mentor and build relationships with undeclared freshmen studying abroad; offer advice on choosing major; provide registration support; assess student interests; suggest classes to fit career choices
- Schedule and lead individual or group web meetings with students, brainstorm academic plans
- Oversee and promote interactive activities designed to connect students to Northeastern and Boston

Program Assistant - Global Experience Office (Ghana, West Africa)

July 2019

- Traveled to Ghana with cohort of 30 NU students for four weeks; assisted professor with logistics and group facilitation; taught cultural sensitivity/awareness; visited health care-focused organizations
- Mentored college students through culture shock & homesickness, facilitated communication with families
- Created and presented PowerPoint lecture on dimensions of wellness to 50+ healthcare professionals, held discussion and post-lecture focus group

Ideas United, Campus Movie Fest (CMF)

Atlanta, GA

Event Management & Promotions Co-op (full time co-op)

January 2019 — April 2019

- Travelled US with 5-member team executing one-week film festivals for students across different universities
- Engaged students about state-of-the-art technology companies like Prime Video, Adobe, and Panasonic
- Developed fresh marketing strategies unique to each college; maintained and managed social media accounts across several platforms; facilitated classroom presentations; distributed promotional material

Pine Street Inn, Volunteer Department/Development & External Affairs

Boston, MA

Volunteer Programs and Development Assistant (full time co-op)

January 2018 — June 2018

- Coordinated, oversaw, and managed 75+ volunteer groups monthly at shelter; processed volunteer applications; delegated administrative tasks; led tours; educated constituents about homelessness
- Managed & coordinated volunteer database, office personnel and calendars using MS Office Suite
- Organized & supported 8+ major large group activities such as workshops, social evenings or staff training
- Supported Development office with administrative help & planning for annual fundraising breakfast for 200+

Town of Bedford, Finance Department

Bedford, NY

Summer Intern

May 2017 — September 2017

- Investigated resident eligibility for town services; approved parking passes; processed payments using Microsoft Access; analyzed reports and administrative paperwork for mistakes/inconsistencies
- Compiled & input personal data of 900+ residents into Excel to ensure continuity of town services
- Modernized town records independently through department scanning project; processed over fifty years of town records; scanned files; created electronic filing system

SKILLS AND HIGHLIGHTS

Skills: Familiar with Excel, PowerPoint, Word, Access, Raiser's Edge, Nonviolent Crisis Prevention

Highlights: Interviewed on NPR; interviewed on ABC's "Here and Now"; Studied in Ghana