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## Maia Coker

Grand Rapids, Michigan

(517) 215 2166 | cokemaia@gmail.com

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### Skills

Proficient in Microsoft Office, Google Drive, design, research, social media management, leadership, teamwork, and customer satisfaction.

I am adaptable, a distance learner, attentive to details, organized, flexible, and a critical thinker.

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### Experience

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#### GVSU Alumni Association / Student Caller

October 2020 - April 2021, Allendale, Michigan

- Raised donations for various Grand Valley State University funds through alumni outreach

#### Grand Valley State University / Student Ambassador

September 2020 - April 2021, Allendale, Michigan

- Tour guide and volunteer that assists faculty during panels to answer questions from prospective students

#### Basil Boys / Kitchen Staff

May 2016 - August 2017, Tecumseh, Michigan (seasonal employment)

- Handled front counter and point of sale systems
  - Prepared food in accordance with OSHA guidelines
  - Responsible for 15 tables in dining area, plus a banquet room, to ensure a pleasant dining experience for guests
  - Coordinated kitchen to ensure food was being made and sent out in a timely fashion
  - Completed new employee training
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### Education

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#### Grand Valley State University / Bachelor of Science, B.S.

August 2017 - May 2021, Allendale, Michigan

- Studied Advertising and Public Relations, minor in Hospitality and Tourism management
  - Sigma Sigma Sigma sorority member
  - Student Volunteer supporting philanthropy for community outreach
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### Leadership & Awards

Member of Sigma Sigma Sigma sorority and GVSU. Numerous leadership positions held within sorority and 20+ volunteer hours per calendar year.

Dean's List, Fall 2020