

Maya Cook

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Education

San Francisco State University

San Francisco, CA

University of California at Riverside
Liberal Studies

Riverside, CA

Experience

Menlo High School

Menlo Park, CA

Sprint Coach

February 2024 – Current

- Facilitating practice
- Aided in creating warm-ups and workouts for the athletes
- Created a healthy environment for kids to learn and grow

Apple

Cupertino, CA

Front Desk Receptionist

September 2022 – September 2023

- Assisting employees with creating gym memberships
- Answering phone calls and emails in a timely manner
- Setting up and cleaning up classes

Nike

San Jose, CA

Sales Associate

August 2021– September 2022

- Demonstrated great customer service
- Completed major projects in back of house
- Assisted consumers with creating Nike accounts
- Prepared outfits on display in the store

Steve Madden

Santa Clara, CA

Sales Associate

May 2021 – August 2021

- Demonstrated great customer service
- Assisted in styling displays

XL Construction

Milpitas, CA

Human Resources Intern

June 2020 – January 2021

- Carefully documented and managed employee files
- Organized onboarding paperwork for new employees
- Facilitated employee gift distribution