

Maryam Ayadi

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Address:

3211 Loma Alta Drive, Santa Clara, CA 95051

Summary of Qualifications

- Front-line **customer service experience** with consumers and managers
- Strong business sense based on work experience and academic knowledge
- **Advanced skills with a variety of software tools**, such as Photoshop, Microsoft Excel, and Google Analytics
- Skilled in **understanding customers' needs** and translating responses to cater directly to what the customer requests
- Record of **quality work in business and academic settings**
- **Organized** year long schedules for multiple entities and with correlating locations
- **Communicating** with multiple entities to compromise on logistics

Work and Volunteer Experience

Languages teacher, 2017- present. Under an Arabic and religions program, I taught students, of all ages, how to read the Quran in Arabic with **fluency and proficiency** as well as have some basic level understanding of it; all graduated students have passed the Quran reading proficiency test with excellent scores and have even started teaching others.

Academy of Self Defense, 2018-2020, Youth Martial Arts Instructor. Applied skills of coaching and martial arts. Taught young martial arts students the beginner skills of martial artistry. Led a class of nearly 20 young students.

Silicon Valley Eagles Soccer Club, Santa Clara, CA, 2019-present (part-time during on-seasons mostly), Part-time Registrar. Registered over 250 players and 20 teams into leagues; **communicated** with parents of players for registration; **negotiated** with other entities over fields; **aided club administrators** in scheduling practices and teams; generated individual players cards.

Ayadipro, Santa Clara, CA, 2021-2022 (summers), Summer Internet Marketer Intern. **Applied previous knowledge of social media management and SEO**; **created** social media accounts for clients; created Google Ads and Analytics accounts for clients; **posted content** to generate views and clients for our clients; met with potential clients and explained/convinced them of services; **helped create packages** on our services for clients.

Education

AS-T in Business Administration and COA in **Entrepreneurship and Small Businesses**, Mission College, Santa Clara, CA, as of May 2021

B.S. in MIS (Management Information Systems), San Jose State University, San Jose, CA, expected graduation May 2024

Program coursework

- 40 credits for core business courses including Accounting, Marketing, Business Fundamentals, Business Ethics, and Strategic Management
- 27 credits for concentration requirements including Business Programming, Fundamentals of Management, Networking and Data Communications, and Business Strategy

Special projects

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- “Accounting Cycle & Analysis”, in depth **analysis** of sample small business model with its problems, then creating a sample accounting cycle with analysis of findings

Professional Engagement

- **Mission College MSA (Muslim Student Association) Club President**; **led the club** as club president 2020-2022. This was after Covid-19 had taken over extracurriculars, and I, with the help of my fellow board members, **kick-started the club** and hosted speakers, held events, and created a student life in our club.

Awards

- Mission College Early High School **Service Award**, 2019 & 2021