

# MAYA KAPUR

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**LinkedIn Profile:** <https://www.linkedin.com/in/mayakapur>

**Parsons Educational Progress Portfolio:** <https://portfolio.newschool.edu/mayakapur/>

## EDUCATION

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### Parsons School of Design, The New School

New York, NY

*Bachelor of Business Administration in Strategic Design and Management with a minor in Communication Design*

May 2021

- **GPA:** 3.95/4.00
- **Honors and Awards:** Dean's BBA Merit Scholarship recipient, selected for 2018 Parsons Gala Student Art Showcase

## PROFESSIONAL EXPERIENCE

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### LLABB

New York, NY

*Junior Project Manager*

Feb 2020 – Dec 2020

- Assisted CEO and contributed to the founding team of a fashion tech startup

### Centric Brands

New York, NY

*Marketing Intern*

June 2019 – July 2019

- Assisted with social media, photoshoots, and marketing strategy for brand launch
- Researched, created mockups/imagery
- Intern Project: create business plan, presentation, and platform for assigned topic (Centric Brands direct to consumer)

### The Shark Group

New York, NY

*Graphic Design Intern*

Sept 2018 – May 2019

- Designed CADs, tech packs, graphics, mood boards
- Edited photos, WIP
- Intern Project: Streamline, create business plan, and platform for assigned division (branding services)

### Clutch Made

New York, NY

*Assistant Project Manager*

June 2018 – Aug 2018

- Sourced, organized, and edited client materials and tech packs
- Managed social media accounts, wrote and published company blogs

### Bridget Parris Couturier

New York, NY

*Design, Production, and Public Relations Intern*

Feb 2018 – April 2018

- Created current production and cost sheets
- Assisted with look book production process for Fall 2018 Fashion Market Week
- Produced graphic design and social media

### Art Time Studios

Sunnyvale, CA

*Adventures with Calli (Children's Book Series)*

2016 – 2017

- Co-wrote 11 books and activity worksheets supporting K-3 educational learning
- Facilitated guest author workshops with schools, libraries, and community locations

## INVOLVEMENT AND AWARDS

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### BBA + First Year Connect Program

Jan 2020 – Present

*Founding Council and Mentor*

- Build conversations and a community within the BBA program by mentoring a selection of students

### Parsons Student Senate

Aug 2017 – Present

*Vice President*

- Create and update \$15,000 yearly budget
- Chair weekly meetings consisting of 15 members

*Manager of the Art Fund*

- Supports the art fund by fundraising and holding promotional events such as a gala of 250 attendees
- Oversee approximately 300 funding requests per year

### The New Voice Toastmasters

Aug 2017 – Present

*Vice President of Education*

- Organize weekly meetings consisting of up to 50 members
- College chapter that focuses on improving public speaking and leadership skills

### New School Debate Team

Jan 2018 – Present

- 2019 1<sup>st</sup> place speaker and finalist at University of Rochester, Max Adler Leadership Award, 2018 semifinalist at West Point Military Academy

## SKILLS

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- Advanced proficiency in Adobe Creative Cloud, Microsoft Office, and Google Applications; Conversational fluency in Spanish