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| anna Maury | | | | | | | | | | | | | | | | | | |
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|  | P |  | +1 234 2345678 |  | E |  | Anna.maury@icloud.com |  | A |  | 100, Street Name, City, State, Code | | |  | W |  | maury-teams.com |
|  | | | | | | | | | | | | | | | | | | |
| career objective | | | | | | | | | | | |  |  | | | | | |
| Education | | | | | |
| My professional goal is to help small teams improve their performance and reach their goals. I am a dedicated, trained team leader. I adapt to each team I am working with and find tailored management solutions that work for them. Working with and for people was always one of my primary values, and I believe I would be a good asset to your company. | | | | | | | | | | | |  | University of San Francisco  San Francisco, California  2017 – 2019 Master’s of Science in Organization and Leadership  University of San Francisco  San Francisco, California  2013 – 2017 Bachelor’s of Science with a Major in Administration KEY SKILLS  * Agile/SCrum * ethical leadership * strategic planner * time management * communication skills  Extracurriculars  * leadership and management certificate from wharton school, University of pennsylvania | | | | | |
| professional experience | | | | | | | | | | | |
| 2023 - Present  Team Leader for Creative Team at Minimalist Designs California, LA  2021 - 2023  Freelancer Team Leader at Maury Teams    2018 - 2021  Team Assistant at Electronics Inc., San Francisco  2017 - 2018  Junior Office Manager at Art Studio, San Francisco  2015 - 2017  Office Assistant at Ink Supplies, San Francisco    Built, coordinated, and managed teams of 4 to 35 people working in various industries, tracked performance indicators, implemented time management procedures, contributed to building team and company culture. | | | | | | | | | | | |
| Leadership | | | | | | | | | | | |
| I was nominated by my team for Globee Awards for Leadership in 2024 for helping them finish a very important project on-time. | | | | | | | | | | | |
| References | | | | | | | | | | | |
| [Available upon request.] | | | | | | | | | | | |