|  |
| --- |
| anna Maury |
|  |
|  | 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 FranciscoSan Francisco, California2017 – 2019 Master’s of Science in Organization and LeadershipUniversity of San FranciscoSan Francisco, California2013 – 2017 Bachelor’s of Science with a Major in AdministrationKEY 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 - PresentTeam Leader for Creative Team at Minimalist Designs California, LA2021 - 2023Freelancer Team Leader at Maury Teams 2018 - 2021Team Assistant at Electronics Inc., San Francisco2017 - 2018Junior Office Manager at Art Studio, San Francisco2015 - 2017Office 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.] |